

Department of the Army  
Pamphlet 600-44

PERSONNEL-GENERAL

**MILPO-SELF  
ASSESSMENT  
AND  
EVALUATION  
PROGRAM  
(SAEP)**

Headquarters  
Department of the Army  
Washington, DC  
1 July 1979

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

DA PAM 600-44  
MILPO-SELF ASSESSMENT AND EVALUATION PROGRAM (SAEP)

Not applicable.

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## **FOREWORD**

The Self-Assessment and Evaluation Program (SAEP) has been developed within the real world environment of field military personnel offices. MILPO branch and section chiefs, noncommissioned officers, specialists, and key members of the civilian work force made substantial contributions during the initial evaluation and validation process. Hence, this program is reflective of their many comments and recommendations.

PERSONNEL-GENERAL

MILPO-SELF ASSESSMENT AND EVALUATION PROGRAM (SAEP)

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By Order of the Secretary of the Army:

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**History.** To make this publication compatible with the Army electronic publishing database, appendix A, the Monthly Schedule for SAEP Application was changed to a figure in appendix A.1; an appendix of references was inserted as appendix A.

**Summary.** This pamphlet establishes the Army-wide Self-Assessment and Evaluation Program (SAEP) for military personnel offices (MILPO). In the past, locally developed procedures and techniques have

been used by MILPO chiefs to measure the effectiveness of their operations. While being effectively used, these procedures and techniques differed from MILPO to MILPO. Hence, SAEP is not a new program in the broad sense of the word. Rather, SAEP is an effort on the part of HQDA, in close coordination with MILPO chiefs, commanders, and field adjutants general, to consolidate many of these procedures and techniques for standard Army-wide application within all MILPO. It is an internal management program for use by the MILPO chief and commander to ensure that effective and quality service is provided the soldier and the commander on a continuing basis.

**Applicability.** This pamphlet applies to active Army Military Personnel Offices (both permanent and student-trainee). Reserve Component units having personnel support and service responsibilities are encouraged to use SAEP procedures to assess and evaluate the effectiveness of their operations.

**Proponent and exception authority.** The proponent agency of this pamphlet is the US Army Military Personnel Center.

**Interim changes.** Interim changes to this pamphlet are not official unless they are authenticated by The Adjutant General. Users will destroy interim changes on their expiration date unless sooner superseded or rescinded.

**Suggested Improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) direct to HQDA (DAPC-MSF-O), Alexandria, VA 22332. Send to the same address all inquiries involving the SAEP program that request action by HQDA.

**Distribution.** To be distributed in accordance with labels furnished.

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## **Section I GENERAL**

### **1. Purpose.**

This pamphlet establishes the Army-wide Self-Assessment and Evaluation Program (SAEP) for military personnel offices (MILPO). In the past, locally developed procedures and techniques have been used by MILPO chiefs to measure the effectiveness of their operations. While being effectively used, these procedures and techniques differed from MILPO to MILPO. Hence, SAEP is not a new program in the broad sense of the word. Rather, SAEP is an effort on the part of HQDA, in close coordination with MILPO chiefs, commanders, and field adjutants general, to consolidate many of these procedures and techniques for standard Army-wide application within all MILPO. It is an internal management program for use by the MILPO chief and commander to ensure that effective and quality service is provided the soldier and the commander on a continuing basis.

### **2. Applicability.**

This pamphlet applies to active Army Military Personnel Offices (both permanent and student-trainee). Reserve Component units having personnel support and service responsibilities are encouraged to use SAEP procedures to assess and evaluate the effectiveness of their operations.

### **3. Explanation of Terms.**

*a. Self-Assessment and Evaluation Program (SAEP).* A MILPO “do it yourself” program which is designed to permit a MILPO chief or commander to measure the effectiveness of MILPO operations to provide services and support to soldiers and commanders.

*b. Functional area.* An action area used in this program which permits identification of various procedures within a MILPO, including SIDPERS Interface Division/Branch (SID/SIB).

### **4. Objective.**

The SAEP objectives are to—

- a.* Create an atmosphere which stimulates positive individual attitudes, initiative, and active involvement in the management of military personnel services and support systems.
- b.* Encourage candor and open discussion of problem areas and collective problem solving.
- c.* Encourage rewarding outstanding MILPO employees in a constructive and timely manner.
- d.* Provide sufficient information for evaluation and initiation of corrective or preventive measures.
- e.* Encourage the continuous reappraisal and revalidation of tasks, procedures, and systems within each MILPO to ensure uniform MILPO operations.
- f.* Build a cohesive group of management specialists dedicated to mission accomplishments.
- g.* Analyze the effectiveness of MILPO SOP.
- h.* Determine if a reorganization of personnel or equipment is needed to improve efficiency.
- i.* Provide a tool for measuring the qualitative performance within each MILPO functional area.

### **5. Policy.**

In the administration of SAEP, person-to-person communication will be encouraged to the maximum extent between the MILPO and serviced units. Internal self-assessment, internal self-evaluation, internal self-correction, and internal self-help will be emphasized. To accomplish the latter and to preserve the integrity of the program, reports generated from the application of SAEP will not be reviewed or distributed outside the MILPO. The reports should be used by the MILPO chief to determine how the MILPO can best serve the soldier and the commander. The MILPO chief or commander may pass on information from these reports if the information will lead to a more efficiently operated MILPO. As recommended by MACOM and MILPO during trial runs, the MILPO chief, and regional personnel center PSD/PSC commanders will control all reports resulting from the application of the SAEP. All outside visits to the MILPO, whether in an assistance or inspection mode, will be guided by the contents of this paragraph. Assistance or inspection teams (IG or PERMAS) should not use the content of the SAEP reports as the basis for their reports.

### **6. Format.**

The probing question and “yes/no” checklist-answer method are used in the assessment and evaluation processes. Each question is tied to a specific functional area within the MILPO. DA Form 268 (Suspension of Favorable Personnel Actions) is a typical example of a functional area. In this example, a question may be: Is suspension of favorable personnel actions lifted promptly when reason for suspension no longer exists (para 6, AR 600-31)? The answer to this question is either yes or no. There is no room for a partial answer. A positive answer must be supported; a negative answer must be followed by immediate corrective action. Hence, it is a “show and tell” kind of situation.

## 7. Responsibilities.

*a. Commanding General, MILPERCEN.* The effectiveness of the SAEP is tied to the responsiveness of the problem solver. Identification of a problem area through the application of SAEP is useless in the absence of followup corrective action. Accordingly, the Commanding General, MILPERCEN—

- (1) Evaluates and takes corrective action on policies determined to be problem generating.
- (2) Makes available the services of DA Personnel Management Assistance System Teams or individual members to assist adjutants general and MILPO chiefs or commanders to resolve major problem areas.

*b. The installation or division adjutant general.* The installation or division adjutant general or other designated official plays an important role in the successful administration of SAEP. He or she fulfills this role by actively becoming involved in the following manner:

- (1) Takes timely action on problem areas brought to his or her attention by the MILPO chief.
- (2) Maintains person-to-person contact with the MILPO chief and commander and ensures timely publication of local SAEP articles.
- (3) Initiates appropriate recognition based on the performance of employees and the MILPO as a unit.

*c. The chief of the MILPO.* The chief or commander of the MILPO holds the key to the successful operation of the SAEP. In fulfilling this role, the chief —

- (1) Creates, motivates, and maintains the necessary atmosphere for acceptance of the program on a continuing basis.
- (2) Ensures that the objectives of the program are fully understood and supported by all individuals involved in the MILPO operation through sensing sessions and individual contacts.
- (3) Implements, uses, and supervises operation of the program.
- (4) Initiates corrective action for problems that can be resolved internally and establishes measures to prevent recurrence.
- (5) Brings problems which are beyond the capability of the MILPO to the attention of the installation or division adjutant general.
- (6) Creates and maintains a spirit of competitiveness by timely recognition of outstanding performers.
- (7) Provides on-the-job training and on-the-job experience (OJT/OJE) for those personnel who need job training or experience.
- (8) Compares the latest SAEP reports with the PERMAST report to determine the accuracy and completeness of his or her evaluation.
- (9) Controls and limits the use of SAEP reports by ensuring that these internal reports are used within the spirit and intent of this program, to identify and resolve problem areas. (See para 5 for policy on releasing reports outside the MILPO.)
- (10) Keeps the SAEP up-to-date by changing functional area questions as the procedures in DA Pam 600-8-XX change.

(11) Uses the skills and expertise of the installation organizational effectiveness (OE) staff officer (optional). The decision to ask an OE officer for help should follow a thorough review of AR 600-76. An OE officer can —

- (a) Prepare MILPO people for acceptance and initial implementation of the SAEP.
- (b) Develop interpersonal skills.
- (c) Motivate, influence, and improve esprit de corps.
- (d) Improve communications between the various MILPO elements.

*d. Unit or organization commanders serviced by the MILPO.* Commanders of these activities hold the key to the successful operation of the MILPO. The responsiveness of the MILPO to the needs and requirements of the unit commanders is directly tied to the responsiveness of the commanders to the needs and requirements of the MILPO. Commanders may fulfill this “responsiveness” by —

- (1) Ensuring prompt and accurate reporting of changes of personnel management data of assigned and attached soldiers. Many personnel actions are either delayed or not done because of late or incorrect reporting.
- (2) Making soldiers available to review and validate the contents of their records at the scheduled time.
- (3) Making prompt replies to the MILPO in response to inquiries or suspense actions regarding members of their units.
- (4) Making sure that officer and enlisted evaluation reports are prepared correctly and submitted promptly.
- (5) Taking positive action to reduce the number of unkept appointments to the MILPO.
- (6) Ensuring that soldiers promptly report any change to their DD Form 93 (Record of Emergency Data).
- (7) Reducing the number of soldiers visiting the MILPO by making full use of the personnel staff NCO as the extension of the MILPO.

*e. The personnel staff noncommissioned officer (PSNCO).* The PSNCO duties are outlined in DA Pam 600-8 and DA Pam 600-8-1. In performing these duties the PSNCO is the “go-between” coordinator between the PAC and the unit commanders and various elements of the MILPO. The role of the PSNCO is key to the effectiveness of the MILPO in providing PSS.

*f. Personnel Management Assistance System Team (PERMAST).* The team will—

- (1) Discuss with the MILPO chief the impact the SAEP program is having on the operation of the MILPO.
- (2) At the request of the MILPO chief or commander, bring to the attention of the appropriate DA activity internal MILPO problems (such as policy changes which may have been generated by the DA activity) requiring external assistance by the agency involved.
- (3) Accept and pass on any recommended MILPO changes to the SAEP to HQDA (DAPC-MSF-0), Alexandria, VA 22332.
- (4) If possible, tie the frequency of visits to the MILPO to the effectiveness with which the MILPO chief or commander applies the SAEP.
- (5) Assist MILPO people in the administration of SAEP, by teaching them the techniques so they can achieve the best possible results from the application of the program.
- (6) Provide the MILPO chief or commander input on how to expand or revise the SAEP to make it a more effective management tool.

*g. MILPO Senior Personnel Sergeant.* The Senior Personnel Sergeant should play the following role in the SAEP:

- (1) Review SAEP reports and take followup action to ensure that identified problems are corrected.
- (2) Ensure that desk SOPs are revised as needed to reflect SAEP results.
- (3) Maintain a record of SAEP applications, to include date of application, functional area number or title, and name of branch or section.
- (4) At the direction of the MILPO chief or commander, serve as the MILPO point of contact for the SAEP.

## **Section II**

### **APPLICATION AND PROCEDURES**

#### **8. General.**

The ongoing action and application of SAEP are not limited to any specific structure but should be used to accomplish a specific task —measuring the level of performance of a given MILPO functional area. Figures 1 through 19 are check-sheets (suggested formats) to use in evaluating some SAEP functional areas.

#### **9. Application.**

*a. Appointment.* Using the informal approach, the MILPO chief will select the individual to assess and evaluate functional areas within the MILPO. The evaluator will be instructed to place emphasis on problem identification and problem resolution. A team of two or three may be appropriate for some functional areas, for large MILPO, and in those cases where the MILPO chief feels that an impartial evaluation could not be conducted by the branch or section chief. The spirit of cooperation between the different branches of the MILPO is vital to the SAEP.

*b. Qualification.* The evaluator (military or civilian) must be thoroughly knowledgeable of the overall functional areas to be assessed and evaluated. The success of SAEP is contingent on the objectivity and aggressiveness of the individual who conducts it. That person must keep in mind that SAEP is a problem identification and problem resolution program.

*c. Tips for the evaluator.* It should be noted that all MILPOs do not operate in the same manner. Hence, a limited number of questions found in some functional areas may not be applicable to the particular section or branch in which the assessment and evaluation will be made. In such a case, the evaluator should make a checkmark in the “not applicable” (NA) column and indicate in the remarks section where the function is being performed. The SAEP is sufficiently flexible to permit the MILPO chief to make adjustments in the program format. Questions can be added or deleted or reassigned to the area where the functions are being performed.

#### **10. Procedures.**

*a. Frequency.* The MILPO chief or commander will determine the frequency of the SAEP. It is recommended, however, that one or more functional areas be assessed and evaluated each month. An optional schedule is in appendix A.

*b. Notification.* It is recommended that prior to each application of SAEP to a functional area, the MILPO chief will informally notify the branch or section chief of the date and time of the assessment and evaluation.

*c. Sample size.* A sample size of 25 to 50 records or documents of the total MPRJs or related documents is recommended. Actual field testing in a live environment of a MILPO proved the numbers recommended to be sufficient to obtain a real-world feel of record or document accuracy. However, a lesser or greater number may be used, depending on the size of the population serviced by the MILPO and the functional areas to be assessed and evaluated. Random selection techniques should be used in order to give each record or document the same opportunity for selection. If names are to be used, be sure to select them from the most recent ALPHA roster. In any case, the exact number and method of the record, document, or individual selection should be determined by the SAEP evaluator. Further guidance on sample sizes is found in DA Pam 600-7.

*d. Standards.* The standards are found in the appropriate publications applicable to the specific functional area to be

assessed and evaluated. In the example given in paragraph 6, the standard requirement is that a suspension of favorable personnel actions will be lifted promptly when reason for the suspension no longer exists (para 6, AR 600-31). In essence, the suspension should be lifted and all related actions completed on receipt of the document requiring such removal. A MILPO chief or evaluator can generally tell from the appropriate publication if certain standards are being achieved. Repetitive failures to meet certain standard requirements may indicate —

- (1) A discrepancy in the MILPO SOP.
- (2) A lack of motivation on the part of the individuals involved.
- (3) A need for the MILPO chief or commander to conduct a training program geared to the functional area under review.

#### **11. Internal and External Reporting Formats.**

*a. Internal reporting.* In appendix B is a self-explanatory sample reporting format. This format should be completed by each evaluator. Functional Area Number 14 (Incentive Pay) is demonstrated in the sample shown. Note, this is only a sample. The information reported will vary depending on the functional area to be assessed and evaluated.

*b. External reporting.* In appendix C there is a sample transmittal letter. In appendix D there is an SAEP worksheet. They have been designed to permit the MILPO chief to report external problems affecting the MILPO to the activity that can solve them. Each report should be specific in defining each problem and identifying each cause. The report should include —

- (1) A clear statement of the problem.
- (2) A summary of the problem.
- (3) Any corrective action taken by the MILPO chief or commander.

### **Section III**

#### **SHORT AND LONG RANGE PLANS**

#### **12. Application and Refinement.**

Application of the SAEP will be done on a voluntary basis during the first 2 to 3 years of operation. During this interim period, MILPO chiefs or commanders, adjutants general, personnel officers, and civilian employees will have the opportunity to fully evaluate the effectiveness of the program, pinpointing its weaknesses and strengths and making recommendations for refinement. Hence, the first few years will be a period of test application and refinement.

#### **13. Subsequent Years.**

The MILPO chief/RPC/PSD/PSC commander will continue to play the dominant role in guiding the SAEP. The aggressiveness in which the SAEP is applied will be a major determinant as to whether SAEP continues as a voluntary program or becomes mandatory. The procedure used in the development of this program of identifying problem areas by reviewing reports received at MILPERCEN will continue. For example, if a review of PERMAS or other reports shows a repetitive problem in functional area number 2 (Suspension of Favorable Personnel Actions), this fact will be brought to the attention of all MILPO for appropriate action. In this instance the MILPO chief or commander should consider implementing SAEP functional area number 2.

### **Section IV**

#### **ADVANTAGES OF SAEP**

Several advantages will be realized through the application of SAEP. Some of them can be pinpointed at this time; others must await experience factors to be gained through its application.

#### **14. Known Advantages.**

SAEP as an in-house, self-help program will—

- a.* Reflect the views of the users.
- b.* Serve as a valid teaching tool to newly assigned personnel.
- c.* Be easy to apply since one or more functional areas can be assessed and evaluated without applying the entire program.
- d.* Provide an accurate reflection of MILPO operation in any one of several functional areas.
- e.* Permit the identification and tailoring of training needs and the identification of other potential or actual problem areas that can be resolved internally.
- f.* Identify internal and external problems that cannot be resolved at the MILPO level and provide a basis for requesting assistance from a higher headquarters.
- g.* Provide uniformity of MILPO operations.

#### **15. Projected Advantages.**

A few of the advantages that can be projected are—

*a. Fewer MILPO visits.* Reduction in the number of visits to certain MILPO by various teams or individuals. A MILPO chief or commander who can keep his or her own house in order should require less assistance from a higher headquarters.

*b. TDY funds saving.* A reduction of various visits to efficiently operated MILPO and a concentration of visits to MILPO who need assistance should result in a significant saving of TDY funds. The number of MILPO operating efficiently is much greater than the number of those operating below par.

**Section V**  
**SAEP CHECKSHEETS**

**16. SAEP Checksheets**  
 (Suggested Formats)

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**Suggested Format**  
**CUSTOMER SERVICE ACTIVITY (CSA) CHECKSHEET**

MILPO \_\_\_\_\_ SURVEY DATE \_\_\_\_\_

FUNCTIONAL AREA NUMBER 1    PERIOD COVERED \_\_\_\_\_

	<i>YES</i>	<i>NO</i>	<i>NA</i>
1. Is the CSA located at the main customer entrance to the MILPO?	_____	_____	_____
2. Are direction signs posted at strategic locations to route customers directly to your CSA?	_____	_____	_____
3. Do all soldiers report initially to customer service, or can they bypass the CSA by entering the MILPO through another door?	_____	_____	_____
<i>Remarks:</i> _____			
4. Is there written guidance or an SOP for your CSA?	_____	_____	_____
5. Has written guidance on the MILPO customer service been provided to all supported units?	_____	_____	_____
<i>Remarks:</i> _____			
6. Is there an active 31-day appointment suspense file?	_____	_____	_____
a. Are missed appointments rescheduled?	_____	_____	_____
b. How many missed appointments are recorded for the most recent 30-day period?	_____		
c. How many were rescheduled during the same 30-day period?	_____		
<i>Remarks:</i> _____			
7. Are referrals scheduled and controlled to avoid mixups, confusion, and extended waiting periods?	_____	_____	_____
<i>Remarks:</i> _____			
8. What is the average waiting time for customers on the day of SAEP application?	_____		
<i>Remarks:</i> _____			
9. Do customer service representatives provide the required service to all customers, i.e., not just a referral desk at the MILPO? Do they get records and answer all possible inquiries to keep soldiers out of the working sections?	_____	_____	_____
<i>Remarks:</i> _____			

**Figure 1. Customer Service Activity (CSA) Checksheet**

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	YES	NO	NA
<b>10. Are counseling or work areas set aside for your CSA representatives?</b>	_____	_____	_____
<i>Remarks:</i> _____ _____			
<b>11. Are unusual and complicated actions referred to the appropriate functional section for processing?</b>	_____	_____	_____
<b>12. Is statistical data maintained on—</b>			
<i>a.</i> Numbers and types of inquiries referred to other activities for processing?	_____	_____	_____
<i>b.</i> Numbers and types of inquiries handled by the MILPO?	_____	_____	_____
<i>c.</i> Numbers and types of inquiries referred to the MILPO functional sections for processing?	_____	_____	_____
<b>13. Is there a system in force permitting the customer to evaluate the effectiveness and timeliness of your service?</b>	_____	_____	_____
<b>14. Is a provision made for customers to record suggestions for improvement (suggestion box)?</b>	_____	_____	_____
<b>15. Figure 1A is a rating checksheet which may be used by your MILPO.</b>			

Figure 1. Customer Service Activity (CSA) Checksheet—Continued

**Suggested Format**  
**SERVICE INDICATOR RATING CHECKSHEET**  
**(OPTIONAL)**

FUNCTIONAL AREA: MILPO SERVICE TO CUSTOMER

RATER: THE CUSTOMER OFFICER\_\_\_ ENLISTED\_\_\_ OTHER\_\_\_

YES NO

1. Did you have an appointment? \_\_\_\_\_
2. What time was your appointment? \_\_\_\_\_
3. Were you on time? \_\_\_\_\_
4. What time were you served? \_\_\_\_\_
5. What was the nature of your visit?
  - a. Assignment? \_\_\_\_\_
  - b. Classification? \_\_\_\_\_
  - c. MOS? \_\_\_\_\_
  - d. Pay? \_\_\_\_\_
  - e. Records review? \_\_\_\_\_
  - f. General? \_\_\_\_\_
  - g. Other (specify)? \_\_\_\_\_
6. Are short term parking spaces, located near the entrance, available to customers? \_\_\_\_\_
7. Were required services provided? \_\_\_\_\_
8. Did your representative show concern for your problem and take corrective action where indicated? \_\_\_\_\_
9. Did you receive acceptable service? \_\_\_\_\_

If you placed a checkmark in the space for "no," comment below.

Remarks: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*Note.* Customer, do not sign or initial this sheet. It is not designed for rating the CSA. The information supplied by you is intended to provide the MILPO chief or commander with identification of problem areas so that corrective action can be taken.

Figure 1A. Service Indicator Rating Checksheet (Optional)

Suggested Format

SUSPENSION OF FAVORABLE PERSONNEL ACTIONS CHECKSHEET

MILPO \_\_\_\_\_ SURVEY DATE \_\_\_\_\_

PERIOD COVERED \_\_\_\_\_

FUNCTIONAL AREA NUMBER 2 SAMPLE SIZE \_\_\_\_\_

YES NO NA  
(or number of items)

1. What is the total number of active DA Forms 268 (individuals under suspension of favorable personnel actions) for the following grades as of this SAEP application? There may be more than one active suspension on certain soldiers. Total—

- a. In grade E5 or below? \_\_\_\_\_
- b. In grade E6 through E9? \_\_\_\_\_
- c. Other? \_\_\_\_\_

Remarks: \_\_\_\_\_

2. What is the total number of active DA Forms 268 currently posted to the MPRJ? \_\_\_\_\_

Remarks: \_\_\_\_\_

3. What is the total number of records (MPRJ) currently flagged against favorable personnel actions? \_\_\_\_\_

Remarks: \_\_\_\_\_

4. Has AEA Code "B" been awarded to each individual undergoing suspension of favorable personnel actions under AR 600-31—unless the suspension will be terminated within 90 days and/or transfer action has been approved by the appropriate authority (app J, AR 614-200)? AEA Code "B" entry should be in item 34, DA Form 2. \_\_\_\_\_

Remarks: \_\_\_\_\_

a. Total AEA Code "B" awarded in grade E5 or below? \_\_\_\_\_

Remarks: \_\_\_\_\_

b. Total AEA Code "B" awarded in grade E6 and above? \_\_\_\_\_

Remarks: \_\_\_\_\_

Figure 2. Suspension of Favorable Personnel Actions Checksheet

	YES	NO	NA
	<i>(or number of items)</i>		
5. What is the total number of DA Forms 268 on hand for 60 or more days?	_____	_____	_____
<i>Remarks:</i> _____			
_____			
a. Total number of interims submitted in accordance with paragraph 7b, AR 600-31 (step 10, procedure 4-12, DA Pam 600-8)?	_____	_____	_____
<i>Remarks:</i> _____			
_____			
b. Total number of cases over 60 days but no interim submitted in accordance with paragraph 7b, AR 600-31?	_____	_____	_____
<i>Remarks:</i> _____			
_____			
6. While suspension of favorable personnel action was still in force, was any favorable personnel action taken (e.g., promotions, award of MOS, application for schools other than those authorized by para 3b, AR 600-31)? Check item 22 of DA Form 2, promotion list, and date of orders.	_____	_____	_____
<i>Remarks:</i> _____			
_____			
7. Are suspensions of favorable personnel actions on grade E5 and below submitted to MILPERCEN when they should have been controlled locally, such as cases involving minor offenses?	_____	_____	_____
<i>Remarks:</i> _____			
_____			
8. Are suspensions of favorable personnel actions lifted promptly when reason for suspension no longer exists (para 6, AR 600-31 and step 14, procedure 4-12, DA Pam 600-8).?	_____	_____	_____
<i>Remarks:</i> _____			
_____			
9. What is the time delay between the receipt of the final DA Form 268 from the unit and the date the <i>lift of flag</i> transaction is sent to the SIDPERS (PO1 transactions register)?	_____	_____	_____
10. When a case is closed favorably, are all documents, correspondence, and other indications of that case promptly removed from file and destroyed?	_____	_____	_____
<i>Remarks:</i> _____			
_____			
11. Are actions involved in the closing of a case (lifting of the suspension) accomplished concurrently?	_____	_____	_____

Figure 2. Suspension of Favorable Personnel Actions Checksheet—Continued

YES NO NA  
(or number of items)

Remarks: \_\_\_\_\_  
\_\_\_\_\_

12. Are tracer actions from MILPERCEN to determine the status of a case answered immediately (within 7 calendar days)?

\_\_\_\_\_

Remarks: \_\_\_\_\_  
\_\_\_\_\_

13. Are SIDPERS C95 reports reviewed and verified monthly against records actually suspended against favorable personnel action? In arriving at an answer to this question—

\_\_\_\_\_

- Take the two most recent C95 reports.
- Compare and identify those names which have been deleted.
- Pull the MPRJ on each name deleted.

—Examine each record for presence of DA Form 268 and DA Form 4187 for AWOL or confinement, without the supporting documents (Article 15 or court-martial orders)—go to the root of the cause.

—Check the most recent C95 report against the MPRJ to determine if a DA Form 268 has been initiated on each valid name appearing on the report.

—Check the amount of time from the date on the DA Form 268 to the date of receipt in the MILPO records section. If the time is excessive—go to the root of the cause.

Remarks: \_\_\_\_\_  
\_\_\_\_\_

14. Are DA Forms 268 initiated on all individuals who have been recommended for elimination from the service?

\_\_\_\_\_

15. Are separate DA Forms 268 being initiated for separate actions in accordance with AR 600-31?

\_\_\_\_\_

16. Are action clerks thoroughly familiar with the contents of AR 600-31, and procedure 4-12, DA Pam 600-8? If not, training is indicated.

\_\_\_\_\_

Remarks: \_\_\_\_\_  
\_\_\_\_\_

Figure 2. Suspension of Favorable Personnel Actions Checksheet—Continued

Suggested Format

MAINTENANCE OF DA FORM 2 CHECKSHEET

MILPO \_\_\_\_\_ SURVEY DATE \_\_\_\_\_

PERIOD COVERED \_\_\_\_\_

FUNCTIONAL AREA NUMBER 3 SAMPLE SIZE \_\_\_\_\_

1. The following checklist contains items that are critical in the records clerk's review of DA Form 2.

a. Show the number of incorrect or omitted answers in the space following the item number. *ITEM NUMBER*

- (1) Do the PMOS/SMOS/ASI/SSI agree with orders in the MPRJ? 16 \_\_\_\_\_
- (2) Is the MOS verification status correct? 17 \_\_\_\_\_
- (3) Is the duty MOS correct? 18 \_\_\_\_\_
- (4) Is the enlistment/reenlistment bonus data present? 20 \_\_\_\_\_
- (5) Is the assignment eligibility and availability (AEA) code correct? 34 \_\_\_\_\_
- (6) Is the DEROS/DROS properly computed? 35 \_\_\_\_\_
- (7) Are the year and month of last PCS correct? 38 \_\_\_\_\_
- (8) Is the number of dependents correct? 60 \_\_\_\_\_
- (9) Is the last EER/OER data correct? 62 \_\_\_\_\_
- (10) Are areas of preference correct? 43 \_\_\_ 44 \_\_\_
- (11) Are service dates correctly computed? 46 \_\_\_ 47 \_\_\_

2. The following is a checklist to be used when reviewing DA Form 2.

b. In the space provided following the item number show the number of correct and incorrect/omitted answers.

	<i>ITEM NUMBER</i>	<i>YES</i>	<i>NO</i>	<i>NA</i>
		<i>(or number of items)</i>		
(1) Grade – Most recent	9	_____	_____	_____
(2) Date of rank	10	_____	_____	_____
(3) PMOS/SSI	16	_____	_____	_____
(4) SMOS/ASI	18	_____	_____	_____
(5) DMOS/PRC	20	_____	_____	_____
(6) Security clearance status	32	_____	_____	_____
(7) AEA code	34	_____	_____	_____
(8) DROS/DEROS	35	_____	_____	_____
(9) PEBD	46	_____	_____	_____
(10) BASD	47	_____	_____	_____

Figure 3. Maintenance of DA Form 2 Checksheet

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	<i>ITEM NUMBER</i>	<i>YES</i>	<i>NO</i>	<i>NA</i>
		<i>(or number of items)</i>		
(11) Photo suspense date	67	_____	_____	_____
(12) Unit of current assignment	82	_____	_____	_____
(13) Skill Qualification Test Score (unit of assignment No. 2 space.)	83	_____	_____	_____

Figure 3. Maintenance of DA Form 2 Checksheet—Continued

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Suggested Format

MAINTENANCE OF DA FORM 2-1, DA FORM 41/DD  
FORM 93 CHECKSHEET

MILPO \_\_\_\_\_ SURVEY DATE \_\_\_\_\_

PERIOD COVERED \_\_\_\_\_

FUNCTIONAL AREA NUMBER 3A SAMPLE SIZE \_\_\_\_\_

1. The following checklist contains items that are critical in the records clerk's review of DA Form 2-1.

a. Show the number of incorrect or omitted answers in the space following the item number. *ITEM NUMBER*

- (1) Are year and month of MOS/SQT testing and TCO number/scores present? 3 \_\_\_\_\_
- (2) Is assignment consideration posted? 4 \_\_\_\_\_
- (3) Do the PMOS/SMOS/ASI/SSI agree with orders? 6 \_\_\_\_\_
- (4) Are awards and decorations recorded? 9 \_\_\_\_\_
- (5) Are military and civilian educational achievements listed? 17 \_\_\_\_\_
- (6) Is BESD correctly computed? 20 \_\_\_\_\_
- (7) Is time lost correctly computed? 21 \_\_\_\_\_
- (8) Are records reviewed and signed as required (para 1-8, AR 640-2-1)? 33 \_\_\_\_\_
- (9) Are all entries recorded/closed out? 35 \_\_\_\_\_

b. In the space provided following the item number show the number of correct and incorrect/omitted answers.

	<i>ITEM NUMBER</i>	<i>YES</i>	<i>NO</i>	<i>NA</i>
		<i>(or number of items)</i>		
(1) What are the MOS/SQT scores?	3	_____	_____	_____
(2) Is the MOS listed?	6	_____	_____	_____
(3) Is the civilian/military education listed?	17	_____	_____	_____
(4) What are the dates of appointments/reductions?	18	_____	_____	_____
(5) What is the BESD date?	20	_____	_____	_____

2. The following is a checklist to be used when reviewing DA Form 41/DD Form 93. Show the number of correct and incorrect/omitted answers in the space provided.

a. Is there an address listed for dependents? \_\_\_\_\_

Figure 3A. Maintenance of DA Form 2-1, DA Form 41/DD Form 93 Checksheet

	YES	NO	NA
	<i>(or number of items)</i>		
b. Does the duplicate copy have a valid signature?	_____	_____	_____
c. Is the SSN listed?	_____	_____	_____
d. Was the form reviewed as required?	_____	_____	_____
e. Are there any spelling errors?	_____	_____	_____

**3. Complete figure 3B to this functional area.**

Figure 3A. Maintenance of DA Form 2-1, DA Form 41/DD Form 93 Checksheet—Continued

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Suggested Format

**REVIEW  
OF  
DA FORM 41/DD FORM 93**

<b>QTR</b>	<b>MONTH</b>	<b>NUMBER OF REQUIRED REVIEWS</b>	<b>NUMBER OF REVIEWS NOT MADE</b>	<b>REMARKS</b>
1	OCTOBER			
	NOVEMBER			
	DECEMBER			
2	JANUARY			
	FEBRUARY			
	MARCH			
3	APRIL			
	MAY			
	JUNE			
4	JULY			
	AUGUST			
	SEPTEMBER			
	TOTALS			

Figure 3B. Review of DA Form 41/DD Form 93

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Suggested Format

MAINTENANCE OF DA FORM 201 CHECKSHEET

MILPO \_\_\_\_\_ SURVEY DATE \_\_\_\_\_

PERIOD COVERED \_\_\_\_\_

FUNCTIONAL AREA NUMBER 3C SAMPLE SIZE \_\_\_\_\_

YES NO NA

1. Are procedures in effect to ensure that DA Form 2 and DA Form 2-1 are reviewed for accuracy and completeness prior to a soldier's PCS, separation, or discharge? (Evaluate the effectiveness of procedures in the space provided.)

\_\_\_\_\_

Comment: \_\_\_\_\_

2. Are controls in effect to ensure each individual reviews his or her DA Form 2 and DA Form 2-1 at the following times?

\_\_\_\_\_

a. Upon initial preparation?

\_\_\_\_\_

Comment: \_\_\_\_\_

b. At the time of reassignment?

\_\_\_\_\_

Comment: \_\_\_\_\_

c. Upon ETS during outprocessing?

\_\_\_\_\_

Comment: \_\_\_\_\_

d. Annually during the birth month of the soldier?

\_\_\_\_\_

Comment: \_\_\_\_\_

e. Upon receipt of the quarterly DA Form 2?

\_\_\_\_\_

Comment: \_\_\_\_\_

f. Upon review of DA Form 41/DD Form 93. (AR 600-10 and AR 608-2)?

\_\_\_\_\_

Comment: \_\_\_\_\_

3. What should be contained in the enlisted MPRJ?

a. Indicate in the space provided if each MPRJ contains the following documents or items:

(1) DA Form 2 and DA Form 2-1.

\_\_\_\_\_

(2) DA Form 41 or DD Form 93.

\_\_\_\_\_

Figure 3C. Maintenance of DA Form 201 Checksheet

---

	<i>YES</i>	<i>NO</i>	<i>NA</i>
(3) VA Form 29-8286—if DD Form 93 is in MPRJ.	_____	_____	_____
(4) DD Form 4.	_____	_____	_____
(5) Most recent enlistment, reenlistment, induction, or active duty orders.	_____	_____	_____
(6) Authority for most recent promotion/reduction, i.e., orders or Record of Proceedings under Article 15, UCMJ.	_____	_____	_____
(7) Most recent PMOS award orders, if appropriate.	_____	_____	_____
(8) Most recent SMOS award orders, if appropriate.	_____	_____	_____
(9) Most recent AMOS award orders, if appropriate.	_____	_____	_____
b. Take action to secure or reconstitute any of the above missing records or documents.			
<b>4. What should be contained in the officer MPRJ?</b>			
a. Indicate in the space provided if each MPRJ contains the following documents or items:			
(1) DA Form 2 and DA Form 2-1.	_____	_____	_____
(2) DD Form 93 or DA Form 41.	_____	_____	_____
(3) VA Form 29-8286—if DD Form 93 is in MPRJ.	_____	_____	_____
(4) Most recent promotion orders, i.e., RA, AUS as appropriate.	_____	_____	_____
b. Take action to secure or reconstitute any of the above missing records or documents.			
<b>5. Are records accounted for through the use of a "Record Charge Out" system?</b>			
_____			
<b>6. Has a charge out card been completed for each record on loan to a unit or element external to the MILPO?</b>			
_____			
<b>7. Has a charge-out card been completed for each record on loan to a subelement of the MILPO?</b>			
_____			
(For questions 5, 6, and 7, refer to procedure 7-9, DA Pam 600-8.)			

Figure 3C. Maintenance of DA Form 201 Checksheet—Continued

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Suggested Format

SIDPERS INTERFACE BRANCH (SIB) CHECKSHEET

MILPO \_\_\_\_\_ SURVEY DATE \_\_\_\_\_

PERIOD COVERED \_\_\_\_\_

FUNCTIONAL AREA NUMBER 4

	YES	NO	NA
1. Is the quality of input to the SIB audited by the SIDPERS analyst (e.g., names, SSN, duty status, UPC, and dates) for obvious errors prior to submission for cycle processing?	_____	_____	_____
Remarks: _____ _____			
2. Are the AAC-P19 and AAC-P21 available and processed in accordance with DA Pam 600-8-5?	_____	_____	_____
Remarks: _____ _____			
3. Do the annotated corrections of the AAC-P21 report reflect correct actions in accordance with instructions in DA Pam 600-8-5?	_____	_____	_____
Remarks: _____ _____			
4. Are the AAC-C81 and the AAC-C83 reports being prepared at least monthly, and appropriate corrective actions being taken by the SIB and the MILPO (descriptive procedures for both reports are contained in DA Pam 600-8-2 and DA Pam 600-8-6)?	_____	_____	_____
Remarks: _____ _____			
5. Are procedures in force to control external distribution and to ensure timely receipt and realistic turn around time?	_____	_____	_____
Remarks: _____ _____			
6. Are transactions received from units on mark sense or other authorized forms (e.g., DA Form 3813 where authorized)?	_____	_____	_____
Remarks: _____ _____			
7. Are they controlling the DA Form 3815 input (not allowing any input that is not attached to the DA Form 3815)?	_____	_____	_____

Figure 4. SIDPERS Interface Branch (SIB) Checksheet

---

Remarks: \_\_\_\_\_

\_\_\_\_\_

YES NO NA

**8. Has the SIB established an adequate means to disseminate changes to SIDPERS procedures (DA Pam 600-8-1 and DA Pam 600-8-2)?** \_\_\_\_\_

Remarks: \_\_\_\_\_

\_\_\_\_\_

**9. Is there an effective SIDPERS training program for supervisors and other key persons which covers all aspects of SIDPERS at PAC level?** \_\_\_\_\_

Remarks: \_\_\_\_\_

\_\_\_\_\_

a. What is the date of the most recent class given? \_\_\_\_\_

b. Have all units received training? \_\_\_\_\_

c. Do new commanders get a briefing? \_\_\_\_\_

d. Does the SIB know which clerks and PSNCOs have not received training? \_\_\_\_\_

**10. Are transactions that delete errors (D73) reviewed by the SIB analyst prior to being released for processing?** \_\_\_\_\_

Remarks: \_\_\_\_\_

\_\_\_\_\_

**11. Does the SIB conduct a data base sample in accordance with chapter 7, DA Pam 600-8-3?** \_\_\_\_\_

Remarks: \_\_\_\_\_

\_\_\_\_\_

**12. Is there effective monitorship of the AALO/OM Error Detention Report?** \_\_\_\_\_

Remarks: \_\_\_\_\_

\_\_\_\_\_

**13. Are SIDPERS outputs scheduled in accordance with DA Pam 600-8-1 and 600-8-2? Do they provide the MILPO/units with the required as well as needed information? For ease of reference some of these reports are shown below.**

	<i>Report Number</i>	<i>YES</i>	<i>NO</i>	<i>NA</i>
		<i>(current frequency)</i>		
1. Enlisted Personnel Eligible for Promotion . . . . .	C01	_____	_____	_____
2. Personnel Transaction Register by unit . . . . .	P01	_____	_____	_____
3. Veteran's Education Assistance Suspense Roster . . . . .	C02	_____	_____	_____
4. Weekly Report of A WOL by Name . . . . .	C03	_____	_____	_____
5. Officer Specialty Designator Suspense . . . . .	C04	_____	_____	_____
6. Unit Strength Recap . . . . .	C05	_____	_____	_____

Figure 4. SIDPERS Interface Branch (SIB) Checksheet—Continued

	<i>Report Number</i>	<i>YES</i>	<i>NO</i>	<i>NA</i>
		<i>(current frequency)</i>		
7. MOS Master File Listing . . . . .	M05	_____	_____	_____
8. Unit Manning Report-Position and Incumbent Data . . . .	C07	_____	_____	_____
9. Auth Strength Transaction Register by Originator . . . .	A07	_____	_____	_____
10. AWOL Statistical Report . . . . .	C09	_____	_____	_____
11. Auth Strength Inquiry Report . . . . .	A11	_____	_____	_____
12. Alpha Roster . . . . .	C11	_____	_____	_____
13. Personnel Transaction Register by Originator . . . . .	P11	_____	_____	_____
14. Personnel Transaction Summary by Originator . . . . .	P11	_____	_____	_____
15. Loss Roster . . . . .	C13	_____	_____	_____
16. Projected DEROS Roster . . . . .	C15	_____	_____	_____
17. Education Level Survey . . . . .	C17	_____	_____	_____
18. Enlisted Skills Inventory and Projection by MOS . . . .	C19	_____	_____	_____
19. Officer Skill Inventory and Projection by Specialty . . . .	C21	_____	_____	_____
20. Monthly Edit Report . . . . .	C23	_____	_____	_____
21. SPF Data Sampling Report . . . . .	C25	_____	_____	_____
22. Organization Master File . . . . .	C29	_____	_____	_____
23. Unresolved Error Report—Part II . . . . .	P29	_____	_____	_____
24. Enlisted MOS Inventory . . . . .	C31/33	_____	_____	_____
25. Personnel Qualification Roster . . . . .	C37	_____	_____	_____
26. CAP III Suspense Roster—Part I . . . . .	C41	_____	_____	_____
27. Error Deletions Processed—Local input . . . . .	P41	_____	_____	_____
28. CAP III Suspense Roster—Part II . . . . .	C43	_____	_____	_____
29. Company Grade Officers/Warrant Officers Eligible for Promotion . . . . .	C45	_____	_____	_____
30. Roster of Senior Enlisted Personnel . . . . .	C47	_____	_____	_____
31. Roster of Officers by SIDPERS . . . . .	C49	_____	_____	_____
32. AALOC File Listing . . . . .	C51	_____	_____	_____
33. Daily Strength Summary . . . . .	C61	_____	_____	_____
34. CAP III Deletion/Deferment Suspense . . . . .	C69	_____	_____	_____
35. E2/E3 Progression Roster . . . . .	P81	_____	_____	_____
36. Suspense Roster . . . . .	C81	_____	_____	_____
37. SPF Edit . . . . .	C83	_____	_____	_____
38. Security Investigation Status Suspense Report . . . . .	C87	_____	_____	_____
39. Potential Assignment Reports . . . . .	C89	_____	_____	_____
40. _____ . . . . .	C90	_____	_____	_____
41. _____ . . . . .	C91	_____	_____	_____
42. _____ . . . . .	C92	_____	_____	_____
43. Reconciliation of DA Form 2 . . . . .	C93	_____	_____	_____
44. Suspense of Favorable Personnel Actions . . . . .	C95	_____	_____	_____
45. Personnel Eligible for Skill Qualification Test (SQT) . . . .	C75	_____	_____	_____

Figure 4. SIDPERS Interface Branch (SIB) Checksheet—Continued

	<i>Report Number</i>	<i>YES (current frequency)</i>	<i>NO</i>	<i>NA</i>
46.	_____	_____	_____	_____
47.	_____	_____	_____	_____
48.	_____	_____	_____	_____
49.	_____	_____	_____	_____
50.	_____	_____	_____	_____
51.	_____	_____	_____	_____
52.	_____	_____	_____	_____
53.	_____	_____	_____	_____
54.	_____	_____	_____	_____

*YES      NO      NA*

14. Are assistance visits to PAC/units being made by key SIB personnel in accordance with local letters of instruction or other guidance? Indicate the most recent visits on the lines below.

\_\_\_\_\_

\_\_\_\_\_

15. Are statistics required by DA Pam 600-8-3 maintained and followup actions taken as appropriate?

\_\_\_\_\_

*Remarks:* \_\_\_\_\_

\_\_\_\_\_

16. Are the PAC and MILPO processing rates meeting DA and local goals?

\_\_\_\_\_

*Remarks:* \_\_\_\_\_

\_\_\_\_\_

17. Do the month end "Unit Accountability notices" (C40 Report) reflect a minimal number of unresolved or incomplete unit actions?

\_\_\_\_\_

*Remarks:* \_\_\_\_\_

\_\_\_\_\_

a. Is the SIB making immediate contact with the PAC/unit to resolve C40 failure to gain or lose personnel? To wait until the end of the month would be a poor procedure.

\_\_\_\_\_

b. What is the number of failures to gain? \_\_\_\_\_

c. What is the number of failures to lose? \_\_\_\_\_

d. What is the number of expired ETS? \_\_\_\_\_

(1) How long has the condition existed under a, above? \_\_\_\_\_

(2) How long has the condition existed under b, above? \_\_\_\_\_

Figure 4. SIDPERS Interface Branch (SIB) Checklist—Continued

	YES	NO	NA
(3) How long has the condition existed under c, above?	_____	_____	_____
18. Did the review of the month end "Zero Balance" (C27) report, together with a discussion with the Chief Analyst, and the Military Personnel Strength Monitor satisfy the SIB Chief that all units that are in an out-of-balance condition are being worked on by the SIB analysts and originators for resolution?	_____	_____	_____
Remarks: _____			
19. Does the average age of transactions (particularly strength transactions) meet or exceed local goals (5 days)? Check the P11 report for late entries and for "reasons why."	_____	_____	_____
20. Does the SIB chief review monthly the monthly transaction summary by originator (P15), make distribution and provide information on originator performance to the chief of COMPACT/AG as outlined in DA Pam 600-8-2?	_____	_____	_____
Remarks: _____			
21. Does a review of the C23, C83, and C85 reports assure the SIB Chief that the volume of missing essential items of data is <i>very</i> small?	_____	_____	_____
Remarks: _____			
22. Are INQY transactions intended to produce DA Form 2 with accompanying card for departing PCS personnel, regularly received from the SIB?	_____	_____	_____
Do INQY transactions which are submitted too late or too early impact adversely on the system?	_____	_____	_____
Remarks: _____			
23. Is the volume of TDRs required for the MILPO to process ARR transactions excessive?	_____	_____	_____
An excessive volume of TDR required locally could be indicative of—			
a. Losing installations not submitting timely departure transactions.	_____	_____	_____
b. Using invalid or erroneous reporting dates.	_____	_____	_____
c. Invalid UPC.	_____	_____	_____
d. AALOC problems.	_____	_____	_____
e. Making up TDR when not required.	_____	_____	_____
Remarks: _____			

Figure 4. SIDPERS Interface Branch (SIB) Checksheet—Continued

	YES	NO	NA
<b>24. Are the following reports forwarded via the PSNCO/PAC to the appropriate unit? The mission of the unit may impact on the kind of reports provided.</b>	_____	_____	_____
<i>a.</i> Personnel Zero Balance, C27?	_____	_____	_____
<i>b.</i> Personnel Notices of Accountability, C40?	_____	_____	_____
<i>c.</i> Personnel Transaction Register by Unit (P01) and Unit Manning (C07)?	_____	_____	_____
<i>d.</i> Personnel Qualification Roster (C37)?	_____	_____	_____
<i>e.</i> Part I of DA Form 2?	_____	_____	_____
<i>f.</i> Other reports if any?	_____	_____	_____
<i>Remarks:</i> _____			
_____			

Figure 4. SIDPERS Interface Branch (SIB) Checksheet—Continued

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Suggested Format

SIDPERS INPUT AND CONTROL DATA PERSONNEL  
CHANGE CHECKSHEET

MILPO \_\_\_\_\_ SURVEY DATE \_\_\_\_\_

FUNCTIONAL AREA NUMBER 5 PERIOD COVERED \_\_\_\_\_

	Yes	No	NA
<b>1. Which of the following DA Forms are used by your MILPO to update SIDPERS data base--</b>			
a. DA Form 3728?	_____	_____	_____
b. DA Form 3813?	_____	_____	_____
c. All of the above?	_____	_____	_____
d. Others (specify)? _____			
(1) _____			
(2) _____			
(3) _____			
<b>2. Has a separate originator code been designated for each MILPO clerk that inputs data to SIDPERS?</b>	_____	_____	_____
<i>Remarks:</i> _____			
_____			
<b>3. Has the originator code on the mark sense portion of the form been checked to ensure it is present, logged in, correctly marked, and assigned to the appropriate data originator?</b>	_____	_____	_____
<i>Remarks:</i> _____			
_____			
<b>4. Are reviews being made of the types of transactions submitted to ensure the data originators are authorized to make those types of transactions (DA Pam 600-8-2)?</b>	_____	_____	_____
<i>Remarks:</i> _____			
_____			
<b>5. Is the clerk using the current date as the transaction date?</b>	_____	_____	_____
<b>6. Are transactions submitted on a daily basis before the close of usual business?</b>	_____	_____	_____
<b>7. Is the individual's identifying data correct? A check should be made against the Alpha Roster, DD Form 4, or other source documents in the MPRJ for confirmation.</b>	_____	_____	_____
<i>Remarks:</i> _____			
_____			

Figure 5. SIDPERS Input and Control Data Personnel Change Checksheet

---

	YES	NO	NA
<b>8. Is care taken to ensure that each form prepared is in good processing condition? Are the forms neat and legible (not torn, no coffee or other stains)?</b>	_____	_____	_____
<i>Remarks:</i> _____			
<b>9. Are all digits readable and coded properly within the right block or box?</b>	_____	_____	_____
<i>Remarks</i> _____			
<b>10. Is each transaction prepared in a timely manner and expeditiously forwarded to the SIB for updating the data base? Preparation of transactions is not delayed pending accumulation of a certain number?</b>	_____	_____	_____
<b>11. Are MILPO clerks performing the following?</b>			
<b>a. Preparing a DA Form 3815 of daily input?</b>	_____	_____	_____
<b>b. Checking the DA Form 3815 against the P11 transaction register when received?</b>	_____	_____	_____
<b>c. Correcting and resubmitting unprocessed transactions on the next duty day?</b>	_____	_____	_____
<b>d. Maintaining a file of P11 Reports and DA Forms 3815?</b>	_____	_____	_____
<b>(1) Are old reports destroyed properly?</b>	_____	_____	_____
<b>(2) Are file labels in accordance with TAFFS?</b>	_____	_____	_____
<i>Remarks:</i> _____			
<b>12. Are date of loss (DLOS) transactions being submitted as soon as the soldiers's loss date is known, but not submitted before this time as an attempt to circumvent the system? Refer to CAP III Management reports C41, C43, C69, T07, and DA Pam 600-8-10.</b>	_____	_____	_____

Figure 5. SIDPERS Input and Control Data Personnel Change Checksheet—Continued

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Suggested Format

VERIFICATION OF ASSIGNED OFFICER PERSONNEL ELIGIBLE  
FOR PROMOTION CONSIDERATION BY HQDA SELECTION  
BOARDS CHECKSHEET

MILPO \_\_\_\_\_ SURVEY DATE \_\_\_\_\_

FUNCTIONAL AREA NUMBER 6 PERIOD COVERED \_\_\_\_\_

	YES	NO	NA
1. Are MILPERCEN messages announcing zones of consideration and convening dates of selection boards received and promptly processed?	_____	_____	_____
2. Is there a list prepared by screening the SIDERS officer roster against MILPERCEN messages?	_____	_____	_____
Remarks: _____ _____			
3. Does a procedure exist to extract assigned officers from MILPERCEN zone of consideration listings and verify individual eligibility?	_____	_____	_____
Remarks: _____ _____			
4. Are procedures established to identify and verify promotion eligibility of nonpermanent party personnel, e.g., students and other attached personnel?	_____	_____	_____
Remarks: _____ _____			
5. Are promotion orders in the MPRJ, in addition to DA Form 2 and DA Form 2-1, reviewed to verify DOR and determine promotion eligibility? Figure 6A is a worksheet for screening promotion history through 1LT.	_____	_____	_____
Remarks: _____ _____			
6. Are internal suspense procedures in force and followed to ensure timely notification of additions, deletions, and other zone-list corrections to HQDA (DAPC-MSS-P)? A system to ensure verification during inprocessing is recommended.	_____	_____	_____
Remarks: _____ _____			
7. Are procedures in force and followed to ensure that the commander is the first to get the word on the promotion of an officer under his or her command? Are commanders notified immediately?	_____	_____	_____
Remarks: _____ _____			

Figure 6. Verification of Assigned Officer Personnel Eligible for Promotion Consideration By HQDA Selection Boards Checksheet

---

	YES	NO	NA
<p><b>8. Are declinations of promotion for officers processed promptly in accordance with procedures in paragraph 1-6, AR 624-100?</b></p> <p><i>Remarks:</i> _____</p>	_____	_____	_____
<p><b>9. Are the following categories of officers being deleted from the list of eligibles prior to submission to HQDA for promotion consideration?</b></p> <p><i>a. Those who will not be on active duty on the estimated adjournment date of the selection board?</i></p> <p>Officers in this category who are retained on active duty beyond the adjournment date for medical or disciplinary reasons do not regain promotion eligibility.</p> <p><i>Remarks:</i> _____</p>	_____	_____	_____
<p><i>b. Those whose request for renewal of category has been denied as of the estimated date of adjournment of the promotion selection board?</i></p> <p><i>Remarks:</i> _____</p>	_____	_____	_____
<p><i>c. Other than regular Army officers who have twice not been selected for temporary promotion in the Army of the United States? Nine months or more must have elapsed between the adjournment dates of the two promotion boards (the current and the last boards) to qualify an officer for removal from the eligible list.</i></p> <p><i>Remarks:</i> _____</p>	_____	_____	_____
<p><i>d. Those who have twice failed to be selected for—</i></p> <p>(1) Permanent promotion in the Regular Army?</p> <p>(2) Permanent promotion in the Army National Guard of the United States?</p> <p>(3) Permanent promotion in the Army Reserve to a grade below colonel or to a warrant officer grade?</p> <p><i>Remarks:</i> _____</p> <p>_____</p> <p>_____</p> <p>_____</p>	_____	_____	_____

Figure 6. Verification of Assigned Officer Personnel Eligible for Promotion Consideration By HQDA Selection Boards  
 Checklist—Continued

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**Suggested Format**

**GRADE DETERMINATION WORKSHEET**

NAME \_\_\_\_\_ SSN \_\_\_\_\_ BRANCH \_\_\_\_\_

ROTC GRADUATE YES ( ) NO ( )

DATE ACCEPTED APT AS 2LT., USAR \_\_\_\_\_

ANY PRIOR ACTIVE FEDERAL COMMISSIONED SERVICE

YES ( ) NO ( )

APPT 2LT, PARA \_\_\_\_\_ ORDERS \_\_\_\_\_ DATE \_\_\_\_\_

DATE ACCEPTED APT AS 2LT, RA \_\_\_\_\_ (DATE OF EXECUTION  
OF OATH)

EAD \_\_\_\_\_

PROMOTED TO 1LT, AUS DATE \_\_\_\_\_ DOR \_\_\_\_\_

UP \_\_\_\_\_ ATTAINED ELIGIBILITY FOR PROMOTION TO 1LT,

AUS ON \_\_\_\_\_

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Figure 6A. Grade Determination Worksheet

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Suggested Format

VERIFICATION OF DATES OF RANK OF 1LT AND CW2  
CHECKSHEET

MILPO \_\_\_\_\_ SURVEY DATE \_\_\_\_\_

FUNCTIONAL AREA NUMBER 7 PERIOD COVERED \_\_\_\_\_

YES NO NA  
(or number of items)

1. Does a procedure exist to ensure that those announced in the primary zone of consideration for promotion to CPT and CW3 are in fact eligible based upon DOR as 1LT and CW2?

\_\_\_\_\_

Remarks: \_\_\_\_\_

2. Does a procedure exist to ensure a copy of promotion orders and/or supporting documents to 1LT and CW2 are filed in each MPRJ in accordance with AR 310-10 and AR 640-10? A good procedure is to give the records clerk the promotion order on the effective date of the officer's promotion.

\_\_\_\_\_

Remarks: \_\_\_\_\_

3. How many MPRJs do not contain orders and/or supporting documents indicating promotion to the following grades?

a. 1LT?

\_\_\_\_\_

b. CW2?

\_\_\_\_\_

4. Are copies of promotion orders and/or supporting documents sent to MILPERCEN, in accordance with paragraph 3-6, AR 624-100? (Check distribution formulas, logs, etc.)

\_\_\_\_\_

Remarks: \_\_\_\_\_

5. To ensure a correct date of rank is announced for those entering on active duty, does a procedure exist to send a copy of DD Form 220 and copies of documents showing all prior service, the number of drills, active duty training, and extension courses completed while not on active duty to MILPERCEN in accordance with paragraph 2-3a, AR 624-100?

\_\_\_\_\_

Remarks: \_\_\_\_\_

6. Are orders and other supporting documents sent to FAO in accordance with chapters 8, DA Pam 600-8?

\_\_\_\_\_

Figure 7. Verification of Dates of Rank of 1LT and CW2 Checksheet

---

	YES	NO	NA
	<i>(or number of items)</i>		
<i>Remarks:</i> _____ _____			
<b>7. Is there a suspense system to ensure timely action on promotion of USAR officers to 1LT and CW2?</b>	_____	_____	_____
<i>Remarks:</i> _____ _____			
<b>8. Is proper distribution made of USAR letters, i.e., 1-individual; 1-HQDA; 1-MPRJ; and 1-USAR Center, St. Louis, MO?</b>	_____	_____	_____
<i>Remarks:</i> _____ _____			
<b>9. Is a copy of DA Form 78 in file for each officer promoted to 1LT or CW2 during the past year?</b>	_____	_____	_____
<i>Remarks:</i> _____ _____			
<b>10. Has each DA Form 78 been correctly completed and properly authenticated (para 3-2, AR 624-100)?</b>	_____	_____	_____
<i>Remarks:</i> _____ _____			

Figure 7. Verification of Dates of Rank of 1LT and CW2 Checksheet—Continued

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Suggested Format

DA FORM 67-7 CHECKSHEET

MILPO \_\_\_\_\_ SURVEY DATE \_\_\_\_\_

PERIOD COVERED \_\_\_\_\_

FUNCTIONAL AREA NUMBER 8 SAMPLE SIZE \_\_\_\_\_

1. Complete figure 8B, OER Status Report, using a 3 to 6 months' period, show the number of OERs sent to HQDA during the selected months. Using the same months, show the number of OERs that were either sent late or currently overdue to HQDA.

This functional area deserves special attention by each MILPO. A correctly prepared OER is a mirror of the officer on whom it is prepared. A current copy of AR 623-105 is needed to administer this area.

YES NO NA  
(or number of items)

2. Are current rating schemes maintained for units serviced by the MILPO? \_\_\_\_\_

Remarks: \_\_\_\_\_

3. Is the OER control log maintained? Does it correctly reflect the required data? \_\_\_\_\_

Remarks: \_\_\_\_\_

4. Are SIDPERS transactions submitted as soon as the requirement for submission is known? \_\_\_\_\_

Remarks: \_\_\_\_\_

5. Is active use made of the SIDPERS Suspense Roster (C81) to identify annual OERs and update rosters, when required? \_\_\_\_\_

Remarks: \_\_\_\_\_

6. A review of OER rating schemes, Personnel Transaction Registers by unit, and item 35 of DA Form 2-1 will help you answer this question. Has item 62 on DA Form 2 been posted indicating that the automated file has been updated? \_\_\_\_\_

Does the OER control log reveal that the following reports were submitted to MILPERCEN not later than 45 calendar days after the "THRU" date of the report? Indicate the number of reports submitted within the 45-day timeframe under "yes" and the number of late reports under "no."

Figure 8. DA Form 67-7 Checksheet

---

	YES	NO	NA
	<i>(or number of items)</i>		
a. Initial Reports.	_____	_____	_____
b. Annual Reports.	_____	_____	_____
c. Change of Duty Reports.	_____	_____	_____
d. Change of Rater Reports.	_____	_____	_____
e. PCS Reports.	_____	_____	_____
f. Retirement Reports.	_____	_____	_____
g. Separation Reports.	_____	_____	_____
h. Academic.	_____	_____	_____
<i>Remarks:</i> _____			

7. Does each DA Form 201 reveal an entry for the OER in item 35?

a. Initial Reports?	_____	_____	_____
b. Annual Reports?	_____	_____	_____
c. Change of Duty Reports?	_____	_____	_____
d. Change of Rater Reports?	_____	_____	_____

Figure 8. DA Form 67-7 Checksheet—Continued

**Suggested Format**  
**DA FORM 67-8 CHECKSHEET**

MILPO \_\_\_\_\_ SURVEY DATE \_\_\_\_\_

PERIOD COVERED \_\_\_\_\_

FUNCTIONAL AREA NUMBER 8A SAMPLE SIZE \_\_\_\_\_

	YES	NO	NA
1. Have rating schemes been established and published for all officers serviced by the MILPO?	_____	_____	_____
<i>Remarks:</i> _____			
2. Do the rating schemes show correct effective dates?	_____	_____	_____
<i>Remarks:</i> _____			
3. Are procedures in effect to ensure that all officers are furnished copies of rating schemes in which they serve as the rated officer or as a rating official?	_____	_____	_____
<i>Remarks:</i> _____			
4. Are procedures in effect to ensure that all changes to rating schemes are published with the correct effective date and given to rated officers and rating officials?	_____	_____	_____
<i>Remarks:</i> _____			
5. Are procedures in effect to ensure that each rated officer is given a DA Form 67-8-1 (with Parts I and IV completed) at the following events?			
a. Upon assignment?	_____	_____	_____
b. At the beginning of each rating period?	_____	_____	_____
c. At the ending of each rating period?	_____	_____	_____
<i>Remarks:</i> _____			
6. Is DA Form 67-8-1 given to each rated officer in sufficient time to allow the rated officer and all rating officials to comply with assigned suspense dates?	_____	_____	_____
<i>Remarks:</i> _____			
7. Are procedures in effect for—			
a. Notifying rating officials when reports are due?	_____	_____	_____

Figure 8A. DA Form 67-8 Checksheet

	YES	NO	NA
<b>b. Initiating DA Form 67-8 and 67-8-1 at the end of each rating period?</b>	_____	_____	_____
<b>c. Establishing necessary suspense controls to ensure that reports arrive at HQDA within 60 days after the "thru" date of the report?</b>	_____	_____	_____
<b>8. Is a copy of AR 623-105 made available to the rated officer and rating officials?</b>	_____	_____	_____
<i>Remarks:</i> _____ _____			
<b>9. Are sufficient copies of AR 623-105 in stock at all times to meet the requirements of officers serviced by the MILPO?</b>	_____	_____	_____
<i>Remarks:</i> _____ _____			
<b>10. Are procedures in effect to ensure that the appropriate entries are made on each DA Form 201 (Part II) to reflect that the required report has been completed and referred to HQDA?</b>	_____	_____	_____
<i>Remarks:</i> _____ _____			

Figure 8A. DA Form 67-8 Checksheet—Continued

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**Suggested Format**

**OER STATUS REPORT**

ACTIVITY \_\_\_\_\_ DATE \_\_\_\_\_

MONTH	NUMBER OF REQUIRED REPORTS	NUMBER OF LATE REPORTS	REMARKS
JAN			
FEB			
MAR			
APR			
MAY			
JUN			
JUL			
AUG			
SEP			
OCT			
NOV			
DEC			
TOTALS			

Figure 8B. OER Status Report

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Suggested Format

DA FORM 2166-5 CHECKSHEET

MILPO \_\_\_\_\_ SURVEY DATE \_\_\_\_\_

PERIOD COVERED \_\_\_\_\_

FUNCTIONAL AREA NUMBER 9 SAMPLE SIZE \_\_\_\_\_

1. Complete figure 9A, EER Status Report, using a 3 to 6 months' period, show the number of EERs required for the selected months, the number of reports received late, plus those currently overdue at the MILPO. This functional area deserves special attention by each MILPO. A correctly prepared EER is a mirror of the soldier on whom it is prepared.

YES NO NA

2. Are current rating schemes maintained for units serviced by the MILPO?

\_\_\_\_\_

Comment: \_\_\_\_\_

3. Are procedures in effect to ensure that EER/SEER are initiated when required?

\_\_\_\_\_

Comment: \_\_\_\_\_

4. Are SIDPERS reports (C81) actively used for processing EER/SEER?

\_\_\_\_\_

Comment: \_\_\_\_\_

5. Are SIDPERS transactions submitted as soon as the requirement for submission is known?

\_\_\_\_\_

Comment: \_\_\_\_\_

6. Are procedures in effect to ensure that EER/SEER are dispatched to Enlisted Records and Evaluation Center (EREC) to arrive at EREC within 45 days after the ending month?

\_\_\_\_\_

Comment: \_\_\_\_\_

7. Has the appropriate entry been made in item 35 of each soldier's DA Form 2-1 in accordance with AR 640-2-1?

\_\_\_\_\_

Figure 9. DA Form 2166-5 Checksheet

---

	YES	NO	NA
<i>Comment:</i> _____ _____			
<b>8. Is an additional copy of each report for E4's and E5's reproduced and filed in the soldier's Action Lending Section of the MPRJ?</b>	_____	_____	_____
<i>Comment:</i> _____ _____			
<b>9. Are gaining MILPO advised that a report has been submitted on a soldier who has departed the command and that the appropriate entry should be made on the soldier's DA Form 2-1?</b>	_____	_____	_____
<i>Comment:</i> _____ _____			
<b>10. Evaluate any available EER/SEER copies on hand and answer and comment on the following questions:</b>			
<b>a. Are narrative comments supportive of the score awarded the soldier?</b>	_____	_____	_____
Are comments consistent with a high or low score?	_____	_____	_____
<i>Comment:</i> _____ _____			
<b>b. Did an authorized individual sign the report "FOR" the rating official?</b>	_____	_____	_____
<i>Comment:</i> _____ _____			
<b>c. Has the soldier been rated by an official of a higher grade?</b>	_____	_____	_____
<i>Comment:</i> _____ _____			
<b>d. Does the report show a description of the rated soldier's duties?</b>	_____	_____	_____
<i>Comment:</i> _____ _____			
<b>e. Has the MILPO UIC block been completed with the correct MILPO code?</b>	_____	_____	_____
<i>Comment:</i> _____ _____			

Many EERS are being received at EREC for processing with a missing, incorrect, or illegible entry in the MILPO UIC block. Failure to correctly complete the UIC block prevents the center from returning the EER directly to the MILPO if the report requires correc-

Figure 9. DA Form 2166-5 Checksheet—Continued

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YES NO NA

tion. This condition prolongs error correction, development of the soldier's EER Weighted Average, and inclusion of the report in the OMPF.

11. Are procedures in effect to ensure that each rated soldier receives a copy of the report? \_\_\_\_\_

*Comment:* \_\_\_\_\_

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Figure 9. DA Form 2166-5 Checksheet—Continued

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**Suggested Format**

**EER STATUS REPORT**

ACTIVITY \_\_\_\_\_ DATE \_\_\_\_\_

MONTH	NUMBER OF REQUIRED REPORTS	NUMBER OF LATE REPORTS	REMARKS
JAN			
FEB			
MAR			
APR			
MAY			
JUN			
JUL			
AUG			
SEP			
OCT			
NOV			
DEC			
TOTALS			

Figure 9A. EER Status Report

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Suggested Format

CENTRALIZED ENLISTED PROMOTIONS (E7, E8, & E9)  
CHECKSHEET

MILPO \_\_\_\_\_ SURVEY DATE \_\_\_\_\_

FUNCTIONAL AREA NUMBER 10 PERIOD COVERED \_\_\_\_\_

YES NO NA

1. A former officer serving on active duty in grade E7 or E8 must complete at least 8 to 10 years' cumulative enlisted service creditable in the computation of his or her basic pay for promotion to E8 and E9. Prior service as an officer is not creditable for this purpose (para 7-37, AR 600-200).

a. Are criteria reviewed and identification made of those soldiers who do not meet the above requirements, (para 7-39, AR 600-200)? Computation is made from the soldier's BESD.

\_\_\_\_\_

Remarks: \_\_\_\_\_

b. Are DA announced recommended lists reviewed to ensure that soldiers are not promoted who do not meet the above criteria?

\_\_\_\_\_

Remarks: \_\_\_\_\_

c. Are those soldiers determined ineligible under a above reported to Cdr, USAEREC, for deletion?

\_\_\_\_\_

Remarks: \_\_\_\_\_

d. Are those soldiers determined ineligible under b above reported to Cdr, MILPERCEN, for deletion? The reporting address is always found in the instrument announcing zone criteria or recommended lists.

\_\_\_\_\_

Remarks: \_\_\_\_\_

2. Are suspense dates established in zone messages being met? The zone message requires reporting of all soldiers within an announced zone by a certain date who have approved retirements.

\_\_\_\_\_

Remarks: \_\_\_\_\_

3. Are Personnel Qualification Records on eligible soldiers departing on PCS reproduced and forwarded as required in the zone message?

\_\_\_\_\_

Remarks: \_\_\_\_\_

Figure 10. Centralized Enlisted Promotions (E7, E8 & E9) Checksheet

---

	YES	NO	NA
4. Are inprocessing procedures in force to verify whether Personnel Qualification Records on newly arrived soldiers eligible for consideration have been forwarded as prescribed in the zone message?	_____	_____	_____
<i>Remarks:</i> _____			
5. Except as in question 7, is the following statement authenticated and dated by each soldier determined eligible for promotion consideration: "I have reviewed the information contained herein and it is correct and complete."?	_____	_____	_____
<i>Remarks:</i> _____			
6. Has the current height and weight of each eligible soldier been reported as required by the eligibility zone announcement?	_____	_____	_____
<i>Remarks:</i> _____			
7. When authentication by the soldier is impractical, is the review and authentication being made by the custodian of his or her MPRJ?	_____	_____	_____
<i>Remarks:</i> _____			
8. The Enlisted Statistical Profile Analysis is a statistical profile which analyzes and makes comparisons of all soldiers considered for promotion by a DA promotion board, both selectees and nonselectees. It is produced by MILPERCEN following the adjournment of each board. Commanders use the profile analysis to counsel enlisted personnel who are not recommended for promotion. Each MILPO is provided with at least one copy of this document.			
a. Are copies of the above document being received at your MILPO?	_____	_____	_____
b. Are commanders serviced by your MILPO provided copies of the above document for counseling soldiers who are not selected for promotion?	_____	_____	_____
c. Has a survey been conducted by your MILPO to determine the effectiveness of the above document as a management tool?	_____	_____	_____
<i>Remarks:</i> _____			
9. At least one copy of each E7, E8, or E9 recommended list is provided each MILPO.			
a. Are commanders serviced by your MILPO advised promptly (1-2 days) of the names of soldiers on the list who are serving under their jurisdiction?	_____	_____	_____

Figure 10. Centralized Enlisted Promotions (E7, E8 & E9) Checksheet—Continued

	YES	NO	NA
<p><b>b. Are procedures in force to identify and report to MILPERCEN the names of soldiers who are ineligible or who become ineligible for promotion in accordance with paragraph 7-6, AR 600-200 (nonpromotable status), AR 600-31, and DA Form 268?</b></p> <p>_____</p> <p><i>Remarks:</i> _____</p>	_____	_____	_____
<p><b>c. Are procedures in effect to identify and report to MILPERCEN for administrative removal from the recommended list individuals who have been—</b></p> <p><b>(1) Reduced to a lower grade?</b></p> <p>_____</p> <p><i>Remarks:</i> _____</p>	_____	_____	_____
<p><b>(2) Discharged without reentry within 24 hours?</b></p> <p>_____</p> <p><i>Remarks:</i> _____</p>	_____	_____	_____
<p><b>(3) Discharged from enlisted status to accept appointment as a commissioned or warrant officer?</b></p> <p>_____</p> <p><i>Remarks:</i> _____</p>	_____	_____	_____
<p><b>(4) Dropped from the rolls as a deserter?</b></p> <p>_____</p> <p><b>(5) Erroneously considered and selected for promotion, without meeting the initial zone criteria?</b></p> <p>_____</p> <p><i>Remarks:</i> _____</p>	_____	_____	_____
<p><b>10. Are procedures in effect to ensure that removal actions are processed in accordance with paragraph 7-43, AR 600-200, to include the referral of all cases to the GCM authority for review or if appropriate, to the first general officer in the chain of command with a staff judge advocate on his or her staff?</b></p> <p>_____</p> <p><i>Remarks:</i> _____</p>	_____	_____	_____
<p><b>11. Are removal recommendations which are based on nonpunitive measures (admonitions, censures, reprimands, etc.) processed in accordance with paragraphs 2-4 and 2-6, AR 600-37?</b></p> <p>_____</p> <p><i>Remarks:</i> _____</p>	_____	_____	_____
<p><b>12. Are procedures in effect to prevent the promotion of soldiers in the following categories?</b></p> <p><b>a. A DA bar to reenlistment under AR 601-280 currently in effect or initiated against the soldier and not yet approved? A soldier on whom a bar has been</b></p>			

Figure 10. Centralized Enlisted Promotions (E7, E8 & E9) Checksheet—Continued

	<i>YES</i>	<i>NO</i>	<i>NA</i>
imposed is not eligible for promotion consideration by a DA board (para 7-6, AR 600-200).	_____	_____	_____
<i>Remarks:</i> _____ _____			
<b>b. Soldiers with more than 6 years of service for pay purposes at ETS who were selected for oversea service, but were removed from the assignment instructions for declining reenlistment or extension?</b>	_____	_____	_____
<i>Remarks:</i> _____ _____			
<b>c. A soldier who has an approved voluntary retirement application? This does not apply to a soldier who applied for retirement in conjunction with ETS under the Qualitative Management Program (QMP).</b>	_____	_____	_____
<i>Remarks:</i> _____ _____			
<b>13. Have local procedures been documented to identify responsibilities for updating the MPRJ?</b>	_____	_____	_____
<i>Remarks:</i> _____ _____			

Figure 10. Centralized Enlisted Promotions (E7, E8 & E9) Checksheet—Continued

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Suggested Format

SEMI-CENTRALIZED ENLISTED PROMOTION (E5&E6)  
CHECKSHEET

MILPO \_\_\_\_\_ SURVEY DATE \_\_\_\_\_

PERIOD COVERED \_\_\_\_\_

FUNCTIONAL AREA NUMBER 11 SAMPLE SIZE \_\_\_\_\_

YES NO NA

1. Promotion reevaluation.

a. Was the soldier's promotion score reported on the local recommended list for promotion effective the date the board report was approved by the promotion authority?

\_\_\_\_\_

Remarks: \_\_\_\_\_

b. Did the soldier equal or exceed any announced DA promotion point cutoff score for promotion in the old recommended military occupational specialty code (RMOS) with his or her old score during the interim period until the reevaluated score (new score) became effective?

\_\_\_\_\_

Remarks: \_\_\_\_\_

c. If the answer to b above is yes, was the soldier promoted and awarded a date of rank on the basis of his or her old promotion score?

\_\_\_\_\_

Remarks: \_\_\_\_\_

d. If the answer to b above is no, did the soldier equal or exceed any announced DA promotion point cutoff score for promotion in the RMOS with his or her reevaluated score (new score) when the new score became effective?

\_\_\_\_\_

Remarks: \_\_\_\_\_

2. Redesignation of recommended MOS for promotion due to subsequent PMOS reclassification. Soldiers who have been mandatorily reclassified from the MOS in which their names appear on the recommended list for reasons of inefficiency or misconduct are not to be included.

Remarks: \_\_\_\_\_

Figure 11. Semi-Centralized Enlisted Promotion (E5 & E6) Checksheet—Continued

---

	YES	NO	NA
<p><i>a.</i> Was the soldier's RMOS redesignated on the local recommended list for promotion effective the same date as the effective date of the MOS reclassification action?</p> <p><i>Remarks:</i> _____</p>	_____	_____	_____
<p><i>b.</i> Did the soldier equal or exceed any announced DA promotion point cutoff score for promotion in the old RMOS during the interim period until the promotion score in the new MOS became effective?</p> <p><i>Remarks:</i> _____</p>	_____	_____	_____
<p><i>c.</i> If the answer to <i>b</i> above is yes, was the soldier promoted in his new MOS?</p> <p><i>Remarks:</i> _____</p>	_____	_____	_____
<p><i>d.</i> If the answer to <i>b</i> above is no, did the soldier equal or exceed any announced DA promotion point cutoff score for the new RMOS when the promotion score became effective in the new MOS?</p> <p><i>Remarks:</i> _____</p>	_____	_____	_____
<b>3. General questions.</b>			
<p><i>a.</i> Are soldiers placed on the local recommended list with a selection date that is the same date the board report is approved by the convening authority?</p> <p><i>Remarks:</i> _____</p>	_____	_____	_____
<p><i>b.</i> Are procedures in effect requiring local commanders to notify the MILPO in the event a soldier in the recommended list becomes nonpromotable (para 7-6, AR 600-200)?</p> <p><i>Remarks:</i> _____</p>	_____	_____	_____
<p><i>c.</i> Are procedures in effect to ensure promotions are made on the first calendar day of each month with dates of rank in the preceding month (para 7-14a, AR 600-200)?</p> <p><i>Remarks:</i> _____</p>	_____	_____	_____
<p><i>d.</i> Are procedures in effect to advise E4 and E5 personnel of remaining service obligations and ensure remaining time requirements are met (para 7-19.1, AR 600-200)?</p>	_____	_____	_____

Figure 11. Semi-Centralized Enlisted Promotion (E5 & E6) Checksheet—Continued

	YES	NO	NA
<i>Remarks:</i> _____ _____			
<b>e. Is maximum use made of SIDPERS reports to control and monitor promotions of serviced populations?</b>	_____	_____	_____
<i>Remarks:</i> _____ _____			
<b>f. Are procedures in effect to verify board proceedings and minutes of promotion boards prepared by serviced units?</b>	_____	_____	_____
<i>Remarks:</i> _____ _____			
<b>g. Is a properly annotated CO1 report being received with promotion recommendations?</b>	_____	_____	_____
<i>Remarks:</i> _____ _____			
<b>(1) Is the correct promotion status shown for all junior grades, E2 through E6?</b>	_____	_____	_____
<i>Remarks:</i> _____ _____			
<b>(2) Does the report show the total number of personnel being recommended for promotion to E5 and E6?</b>	_____	_____	_____
<i>Remarks:</i> _____ _____			
<b>(3) Do the DA Form 3355 and recommendations for promotion of personnel to grades E5 and E6 show respective waivers?</b>	_____	_____	_____
<i>Remarks:</i> _____ _____			
<b>h. Has a cutoff date been established for receipt of promotion recommendations? (Example: All units will submit recommendations to arrive at the MILPO no later than the 20th of each month.)</b>	_____	_____	_____
<i>Remarks:</i> _____ _____			
<b>i. Are convening dates of local boards tied to the time required for the preparation of promotion packets and computation of promotion points?</b>	_____	_____	_____
<i>Remarks:</i> _____ _____			
<b>4. How are personnel serviced by the MILPO made aware of the promotion criteria for E5 and E6?</b>	_____	_____	_____

Figure 11. Semi-Centralized Enlisted Promotion (E5 & E6) Checksheet—Continued

	YES	NO	NA
a. Unit bulletin board?	_____	_____	_____
b. Commanders call?	_____	_____	_____
c. Weekly bulletin?	_____	_____	_____
d. Post newspaper?	_____	_____	_____
e. Other (specify)? _____			
<b>5. Are requests for waiver being approved prior to appearing before the board?</b>	_____	_____	_____
<i>Remarks:</i> _____			
_____			
<b>6. Are soldiers being required to review, verify, and sign DA Form 3355 prior to appearing before the board?</b>	_____	_____	_____
<i>Remarks:</i> _____			
_____			
<b>7. Are promotion boards properly constituted?</b>	_____	_____	_____
Are board members designated in writing and minority and female members appropriately represented as voting members?	_____	_____	_____
<i>Remarks:</i> _____			
_____			
<b>8. Are procedures in effect to ensure that the required documents are filed in the action pending section of the MPRJ on each soldier with recommended-list status who departs your command prior to promotion before reporting to a gaining promotion authority?</b>	_____	_____	_____
<i>Remarks:</i> _____			
_____			
<b>9. Are procedures in force to identify stripes-for-skill-promotion eligibles and to inform promotion authorities of their eligibility?</b>	_____	_____	_____
<i>Remarks:</i> _____			
_____			
_____			
_____			

Figure 11. Semi-Centralized Enlisted Promotion (E5 & E6) Checksheet—Continued

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**Suggested Format**

**REMOVAL OF BARS TO REENLISTMENT CHECKSHEET**

MILPO \_\_\_\_\_ SURVEY DATE \_\_\_\_\_

PERIOD COVERED \_\_\_\_\_

FUNCTIONAL AREA NUMBER 12 SAMPLE SIZE \_\_\_\_\_

	YES	NO	NA
	<i>(or number of items)</i>		
<b>1. What is the total number of soldiers on whom a bar to reenlistment is in effect?</b>			
<i>Remarks:</i> _____ _____	_____	_____	_____
<b>2. Does DA Form 2-1 have the recorded entry "Not recom for further SVC" shown in item 4 (table 3-2, AR 640-2-1) for the above personnel?</b>			
<i>Remarks:</i> _____ _____	_____	_____	_____
<b>3. What is the total number posted with the above remarks:</b>			
<i>Remarks:</i> _____ _____	_____	_____	_____
<b>4. Has each soldier who has been barred been awarded AEA code "A" (those with less than 1 year remaining and others, as appropriate) (procedure 2-6, DA Pam 600-8-2 and procedure 5-3, DA Pam 600-8)?</b>			
<i>Remarks:</i> _____ _____	_____	_____	_____
<b>5. Have appropriate transactions been submitted to the SIB?</b>			
<i>Remarks:</i> _____ _____	_____	_____	_____
<b>6. Is the total number under 3 the same as the total number under 1 (soldiers on whom a bar is in effect)?</b>			
<i>Remarks:</i> _____ _____	_____	_____	_____
<b>7. Is one copy of the "approved" certificate filed in each MPRJ in which the bar to reenlistment is in effect?</b>			
Indicate total: _____	_____	_____	_____
<i>Remarks:</i> _____ _____			

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Figure 12. Removal of Bars to Reenlistment Checksheet

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	YES	NO	NA
	<i>(or number of items)</i>		
8. Are the letter of notification with all subsequent in-dorsements and the optional statement signed by the soldier filed in the MPRJ?	_____	_____	_____
<i>Remarks:</i> _____ _____			
9. Is the total number of "approved" certificates under 7 the same as the total under 1? The only accepted difference should be those pending approval by the appropriate authority.	_____	_____	_____
<i>Remarks:</i> _____ _____			
10. Has documentary evidence of a bar to enlistment or reenlistment been removed and disposed of for soldiers for whom a bar has been lifted?	_____	_____	_____
<i>Remarks:</i> _____ _____			
11. How many bars were removed during the period covered by this survey?	_____	_____	_____
<i>Remarks:</i> _____ _____			
12. Have entries such as "Not recom for further SVC" been deleted from DA Form 2-1, with date of approval entered after the deletion? (Indicate the number deleted/not deleted). _____	_____	_____	_____
<i>Remarks:</i> _____ _____			
13. Has the appropriate transaction been prepared and forwarded to the SIB for adjustment of the AEA code as necessary (procedure 5-3, DA Pam 600-8; AR 614-200; and procedure 2-6, DA Pam 600-8-2)?	_____	_____	_____
<i>Remarks:</i> _____ _____			
14. Are bars to reenlistment being reviewed as required by AR 601-280?	_____	_____	_____
<i>Remarks:</i> _____ _____			
15. During the period covered by this survey, how many cases have not been reviewed by commanders as required by AR 601-280?	_____	_____	_____
<i>Remarks:</i> _____ _____			

Figure 12. Removal of Bars to Reenlistment Checksheet—Continued

Suggested Format

CHANGE OF OVERSEA TOURS CHECKSHEET

MILPO \_\_\_\_\_ SURVEY DATE \_\_\_\_\_

FUNCTIONAL AREA NUMBER 13 PERIOD COVERED \_\_\_\_\_

YES NO NA

1. Are soldiers being counseled on the following (but not limited to)–

- a. Standards of conduct (AR 600-50)? \_\_\_\_\_
- b. Standards of conduct for dependents? \_\_\_\_\_
- c. Geography, government, laws, customs, and traditions? \_\_\_\_\_
- d. Living conditions?
  - (1) Housing? \_\_\_\_\_
  - (2) Schools? \_\_\_\_\_
- e. Illegal drugs? \_\_\_\_\_
- f. Authorized use and control of Ration Cards? \_\_\_\_\_
- g. Transportation of dependents? \_\_\_\_\_
- h. Transportation of POV? \_\_\_\_\_
- i. Cost of securing POV insurance? \_\_\_\_\_

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Is the member advised that should he or she acquire dependents after the effective date of the PCS orders he or she is not authorized to have the dependent(s) accompany or join him or her at Government expense nor to have the HHG moved at Government expense? \_\_\_\_\_

Remarks: \_\_\_\_\_  
\_\_\_\_\_

3. Is the member advised that should his or her dependents enter the oversea area without prior approval, after a reasonable period of time at the member's request, the commander may designate the dependents as command sponsored? \_\_\_\_\_

Remarks: \_\_\_\_\_  
\_\_\_\_\_

4. Is the member counseled that should the dependents be designated as command sponsored as a result of travel at his or her own expense, there is a require-

Figure 13. Change of Oversea Tours Checksheet

	YES	NO	NA
ment, providing he or she has sufficient remaining service, to complete the "with dependents" tour or to stay for 12 months in the country after the dependents' arrival, whichever is longer?	_____	_____	_____
<i>Remarks:</i> _____ _____			
5. Are personnel on PCS orders to Alaska being advised that in spite of the shortage of Government and private housing they are authorized to have their dependents and HHG moved to Alaska at government expense?	_____	_____	_____
<i>Remarks:</i> _____ _____			
6. Are personnel on PCS orders who elect the "all others" oversea tour being advised that they may not routinely request a change of tour to "with dependents" after their arrival in the oversea command?	_____	_____	_____
<i>Remarks:</i> _____ _____			
7. Are personnel, at the time of counseling, being advised that if they want to change their tour option from "all others" to "with dependents" after arrival in the oversea command that DA will only approve those applications which document a proven hardship or for compassionate reasons?	_____	_____	_____
<i>Remarks:</i> _____ _____			
8. Are personnel being advised that once they sign a declination to extend or reenlist to meet the oversea tour requirements, the declination cannot be removed unless requested in writing and then approved by HQDA (Enlistment Eligibility Activities, St. Louis, MO)?	_____	_____	_____
<i>Remarks:</i> _____ _____			
9. Are personnel being advised that upon notification of assignment, they have 30 days to decide to accept the assignment or retire, if eligible?	_____	_____	_____
<i>Remarks:</i> _____ _____ _____			
10. Are personnel, at the time of counseling, being advised that if they want to change their tour option from "all others" to "with dependents" after arrival in the oversea command, approval may be granted provided dependents and/or household goods have not been			

Figure 13. Change of Oversea Tours Checksheet—Continued

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	<i>YES</i>	<i>NO</i>	<i>NA</i>
moved to a designated location at Government expense?	_____	_____	_____

*Remarks:* \_\_\_\_\_  
\_\_\_\_\_

**11. Are personnel being advised that if a designated move has been made at Government expense, DA will only approve those applications which document a proven hardship for compassionate reasons?**

	_____	_____	_____
--	-------	-------	-------

*Remarks:* \_\_\_\_\_  
\_\_\_\_\_

Figure 13. Change of Oversea Tours Checksheet—Continued

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**Suggested Format**

**INCENTIVE PAY CHECKSHEET**

MILPO \_\_\_\_\_ SURVEY DATE \_\_\_\_\_

PERIOD COVERED \_\_\_\_\_

FUNCTIONAL AREA NUMBER 14    SAMPLE SIZE \_\_\_\_\_

YES    NO    NA  
*(or number of items)*

1. What is the total number of bonus recipients in the following areas?

a. Number of enlistment bonus (EB) recipients? \_\_\_\_\_

b. Number of selective reenlistment bonus (SRB) recipients? \_\_\_\_\_

c. Number of variable reenlistment bonus (VRB) recipients? \_\_\_\_\_

2. Are EB, SRB, and VRB recipients being used in their bonus MOS or an approved comparable MOS as shown in DA Cir 611 Series? Show the number in the space below of those not properly used.

Total— \_\_\_\_\_

a. Number of EB recipients improperly used? \_\_\_\_\_

b. Number of SRB recipients improperly used? \_\_\_\_\_

c. Number of VRB recipients improperly used? \_\_\_\_\_

If a *number* is entered in either 2a, 2b, or 2c above (or all of them) take immediate corrective action to eliminate malassignments. Have all surplus bonus personnel been reported to MILPERCEN (chap. 6, AR 614-200 and 9-2a, AR 600-200)?

Remarks: \_\_\_\_\_  
\_\_\_\_\_

3. Are DA Form 2 and DA Form 2-1 posted to reflect bonus designators and effective dates? \_\_\_\_\_

4. Are RRB and SRB eligible soldiers being counseled on both bonus programs and know that once the individual selection of a bonus program is made, it cannot be changed? \_\_\_\_\_

5. Have you complied with procedures for submitting requests for accelerated payment of selective reenlistment and variable reenlistment bonuses (para 9-15, AR 600-200)? \_\_\_\_\_

Remarks: \_\_\_\_\_  
\_\_\_\_\_

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Figure 14. Incentive Pay Checksheet

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	YES	NO	NA
	<i>(or number of items)</i>		
<p><b>6. Does item 10c of the DD Form 4/1 reflect the soldier's election of SRB or RRB or no reenlistment bonus paid?</b></p> <p><i>Remarks:</i> _____</p>	_____	_____	_____
<p><b>7. Are enlisted aviation crewmembers given 120 days advanced notification of removal from flying duty prior to PCS?</b></p> <p><i>Remarks:</i> _____</p>	_____	_____	_____
<p><b>8. Were soldiers placed on parachute hazardous duty orders only when they were either assigned to and performing the duties of an authorized airborne position, or were not filling an authorized airborne position but were granted temporary parachute duty authorization by CG, MILPERCEN?</b></p> <p><i>Remarks:</i> _____</p>	_____	_____	_____
<p><b>9. In the case of temporary parachute duty position were the effective and termination dates placed in the orders limited to those dates as approved by CG, MILPERCEN?</b></p>	_____	_____	_____
<p><b>10. Were parachute duty orders for soldiers assigned to, and performing the duties of authorized airborne positions either terminated or continued in effect on PCS of the individual in accordance with note 3, rule 4, table 2-3-5, DODPM?</b></p> <p><i>Remarks:</i> _____</p>	_____	_____	_____
<p><b>11. Are the provisions of chapter 6, AR 600-200, and DA Circular 611 series, (including the most recent changes) considered adequate to ensure proper administration of Special Duty Assignment Proficiency Pay (SDAPP)?</b></p> <p><i>Remarks:</i> _____</p>	_____	_____	_____
<p><b>12. Are the procedures for award and termination of SDAPP accomplished in accordance with paragraph 6-3, AR 600-200?</b></p> <p><i>Remarks:</i> _____</p>	_____	_____	_____
<p><b>13. Is SDAPP awarded to Drill Sergeant personnel only if the individual's PMOS and the MOS authorized for the Drill Sergeant position to which he or she is assigned both contain SQI "X"?</b></p>	_____	_____	_____

Figure 14. Incentive Pay Checksheet—Continued

	<i>YES</i>	<i>NO</i>	<i>NA</i>
	<i>(or number of items)</i>		
<i>Remarks:</i> _____			
_____			
<b>14. Is the eligibility criteria for the varying rates of SDAPP for recruiters understood and correctly applied?</b>	_____	_____	_____
<b>15. Are VRB and SRB being identified during in-processing?</b>	_____	_____	_____
<i>Remarks:</i> _____			
_____			

Figure 14. Incentive Pay Checksheet—Continued

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**Suggested Format**

**VERIFICATION—AWARDS AND DECORATIONS CHECKSHEET**

MILPO \_\_\_\_\_ SURVEY DATE \_\_\_\_\_

FUNCTIONAL AREA NUMBER 15 PERIOD COVERED \_\_\_\_\_

	<i>YES</i>	<i>NO</i>	<i>NA</i>
	<i>(or number of items)</i>		
1. What is the total number of awards processed through your MILPO during the past 6 months?	_____	_____	_____
<i>Remarks:</i> _____			
2. What is the total number returned to sender for correction or other required processing action?	_____	_____	_____
<i>Remarks:</i> _____			
3. What is the number of cases in the current suspense file?	_____	_____	_____
<i>Remarks:</i> _____			
4. Is timely action taken to send awards to gaining commands on soldiers who depart on PCS?	_____	_____	_____
<i>Remarks:</i> _____			
5. Is each recommendation submitted by an individual having personal knowledge of the act, achievement, or service?	_____	_____	_____
<i>Remarks:</i> _____			
6. Are dates and assignments on recommendations accurate?	_____	_____	_____
<i>Remarks:</i> _____			
7. Are awards that are based on reconstructed records supported by witness statements of the act, achievement, or service?	_____	_____	_____
<i>Remarks:</i> _____			
8. Is timely action taken to send certificate and award elements to the commander having presentation responsibility?	_____	_____	_____
<i>Remarks:</i> _____			

---

Figure 15. Verification — Awards and Decorations Checksheet

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	YES	NO	NA
	<i>(or number of items)</i>		
<b>9. Has item 9, DA Form 2-1, been posted to reflect the award or decoration?</b>	_____	_____	_____
<i>Remarks:</i> _____			
_____			
<b>10. Has the award order or the decoration order been entered in the soldier's MPRJ?</b>	_____	_____	_____
<i>Remarks:</i> _____			
_____			
<b>11. Has the award order or the decoration order been forwarded for filing in the soldier's OMPF?</b>	_____	_____	_____
<i>Remarks:</i> _____			
_____			
<b>12. Is a current copy of AR 672-5-1 available?</b>	_____	_____	_____
<i>Remarks:</i> _____			
_____			
<b>13. Are records screened during inprocessing to ensure eligible soldiers have received individual or unit awards?</b>	_____	_____	_____
<i>Remarks:</i> _____			
_____			
<b>14. Does the MILPO maintain a central regulation library?</b>	_____	_____	_____
<i>Remarks:</i> _____			
_____			
<b>15. If so, does it contain current general orders, permanent orders, etc. (AR 310-10)?</b>	_____	_____	_____
<i>Remarks:</i> _____			
_____			
<b>16. Are clerks knowledgeable of the procedures for processing awards and decorations?</b>	_____	_____	_____
<i>Remarks:</i> _____			
_____			
<b>17. Where is the procedural guidance found for processing awards and decorations?</b>	_____	_____	_____
<i>Remarks:</i> _____			
_____			

Figure 15. Verification — Awards and Decorations Checksheet—Continued

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Suggested Format

ENLISTED ADMINISTRATIVE DISCHARGES CHECKSHEET

MILPO \_\_\_\_\_ SURVEY DATE \_\_\_\_\_

FUNCTIONAL AREA NUMBER 16 PERIOD COVERED \_\_\_\_\_

	YES	NO	NA
1. Are MILPO complying on a timely basis with the provisions of paragraph 3, AR 350-21, to include a comprehensive explanation of—			
a. The types of discharge certificates?	_____	_____	_____
b. The basis for issuance of each type of certificate?	_____	_____	_____
c. The possible effects of the various certificates on reenlistment, civilian employment, veterans' benefits, and related matters?	_____	_____	_____
d. The procedures for requesting an upgrade of the type discharge issued after discharge from service and where to obtain application forms. The requirements to successfully appeal each type of discharge.	_____	_____	_____
Remarks: _____			
_____			
2. Is the decision to eliminate a soldier for misconduct or unsuitability and the decision to characterize his or her service as honorable, general, or other than honorable made independently?	_____	_____	_____
Remarks: _____			
_____			
3. The processes of the Trainee Discharge Program (TDP) and the Expeditious Discharge Program (EDP) separations must not be used by commanders as a way for soldiers to get an "early release" or used in lieu of more appropriate disciplinary or administrative discharge actions.			
a. Are all TDP/EDP cases reviewed by the MILPO to preclude such abuse?	_____	_____	_____
Remarks: _____			
_____			
b. Is the MILPO reviewing the records provided a discharge determination to ensure records are correct, current and complete, and the individual's rights have been protected with regard to unfavorable information (AR 600-37)?	_____	_____	_____
Remarks: _____			
_____			

Figure 16. Enlisted Administrative Discharges Checksheet

---

	YES	NO	NA
4. Are all determinations for a general discharge certificate made by or reviewed by a field grade officer (para 1-15, AR 635-200)?	_____	_____	_____
Remarks: _____			
5. Is the commander of the member's last unit of assignment determining type of discharge and character of service (para 1-15, AR 635-200)?	_____	_____	_____
Remarks: _____			
6. Is the Separation Transfer Point—			
a. Changing the type of discharge?	_____	_____	_____
b. Providing the individual a DD Form 214 which does not show specific authority or narrative reason for discharge, SPD, or reenlistment code?	_____	_____	_____
7. Are the items in 6b offered to the member and provided separately if requested?	_____	_____	_____
Remarks: _____			
8. Does the Separation Program Designator code accurately reflect the reason for discharge?	_____	_____	_____
Remarks: _____			
9. Are standards for award of honorable, general, and other than honorable discharges as prescribed in AR 635-200 followed by discharge authorities?	_____	_____	_____
Remarks: _____			
10. Are all personnel being considered for separation with other than an honorable discharge afforded a board of officers?	_____	_____	_____
Remarks: _____			
11. What is the total number of soldiers granted a waiver of a rehabilitative transfer (use the 90-day period prior to the date of this report)?	_____		
Remarks: _____			
12. Using the same 90-day period, what is—			
a. The total number of soldiers discharged under the Trainee Discharge Program?	_____		
b. The total number of soldiers discharged under the Expeditious Discharge Program?	_____		

Figure 16. Enlisted Administrative Discharges Checksheet—Continued

	YES	NO	NA
<b>13. Do the file copies of administrative discharges show clearly the final action taken on each case?</b> <i>Remarks:</i> _____ _____	_____	_____	_____
<b>14. Is the disposition of proceedings accomplished in accordance with AR 635-200?</b> <i>Remarks:</i> _____ _____	_____	_____	_____
<b>15. Are DD Form 214, DD Form 214WS, and DD Form 215 safeguarded as sensitive forms?</b> <i>Remarks:</i> _____ _____	_____	_____	_____

Figure 16. Enlisted Administrative Discharges Checksheet—Continued

Suggested Format  
**ASSIGNMENT ELIGIBILITY AND AVAILABILITY  
 (AEA) CODES CHECKSHEET**

MILPO \_\_\_\_\_ SURVEY DATE \_\_\_\_\_

PERIOD COVERED \_\_\_\_\_

FUNCTIONAL AREA NUMBER 17 SAMPLE SIZE \_\_\_\_\_

YES    NO    NA  
 (or number of items)

I. AEA codes (AR 614-200 and procedure 5-3, DA Pam 600-8) reflect an individual's eligibility and availability for worldwide assignments. They are major controlling factors of the EPMS. Marital Status code J is used to identify a soldier who is married to another soldier. Identification of married Army couples is a necessary management tool. It ensures, to the extent possible, their assignment to locations where they can establish a joint household. It is not an AEA code. However, it has been included in this functional area to provide an inhouse means of keeping tabs on married Army couples—

a. Marital Status Code J—Married Army Couples.

(1) How many individuals have or should have Marital Status code J awarded? \_\_\_\_\_

(2) Is the Marital Status code properly awarded? \_\_\_\_\_

b. AEA Code S—Extreme Family Problems.

(1) How many individuals have or should have AEA Code S awarded? \_\_\_\_\_

(2) Is the AEA code properly awarded? \_\_\_\_\_

(3) Is the termination date (TDATE) properly awarded? \_\_\_\_\_

c. AEA Code U—Enlistment/Reenlistment commitments. Errors in the award of AEA Code U occur primarily as a result of termination dates.

(1) How many individuals have or should have AEA Code U awarded? \_\_\_\_\_

(2) Is the AEA code properly awarded? \_\_\_\_\_

(3) Is the TDATE properly awarded? \_\_\_\_\_

(4) How many individuals have not been assigned an AEA code? \_\_\_\_\_

d. Other AEA codes—(Those not shown above)

(1) How many individual records have been checked? \_\_\_\_\_

Figure 17. Assignment Eligibility and Availability (AEA) Codes Checksheet

YES NO NA  
(or number of items)

(a) Is the AEA code properly awarded? \_\_\_\_\_

(b) Is the TDATE properly awarded? \_\_\_\_\_

2. What is the total of the numbers under YES (those with correct AEA codes)? \_\_\_\_\_

3. What is the total of the numbers under NO (those with erroneous AEA codes)? \_\_\_\_\_

4. Complete figure 17A, Erroneous AEA Codes or TDATE Worksheet.

5. Have all eligible soldiers (covered by this survey) been awarded the correct AEA code and termination date (item 34, DA Form 2)? \_\_\_\_\_

Remarks: \_\_\_\_\_

6. Are termination dates established for soldiers with enlistment commitments based on the period of time specified in their enlistment contract (AR 614-200)? \_\_\_\_\_

Remarks: \_\_\_\_\_

7. Are termination dates for soldiers enlisted for unit of choice and special unit of choice enlistment options computed from the date they are actually assigned to their unit? \_\_\_\_\_

Remarks: \_\_\_\_\_

8. What is the number of soldiers deleted from assignment instructions due to erroneously assigned AEA codes and termination dates? \_\_\_\_\_

Remarks: \_\_\_\_\_

**IMMEDIATE ACTION REQUIRED**

1. Correct those errors noted in the award of AEA codes and their appropriate termination dates by referring to figure 17A.
2. Input the appropriate transactions to your SIB, except for AEA Code S.

Figure 17. Assignment Eligibility and Availability (AEA) Codes Checksheet—Continued

Suggested Format

**ERRONEOUS AEA CODES OR TDATE WORKSHEET**

DATE:

	SSN	GRADE	NAME	PMOS	CORRECT		DA FORM 2		ERROR		REMARKS
					CODE	TDATE	CODE	TDATE	CODE	TDATE	
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											
18											
19											
20											

Figure 17A. Erroneous AEA Codes or TDATE Worksheet

Suggested Format

MOVEMENT SYSTEM—LEVY SECTION CHECKSHEET

MILPO \_\_\_\_\_ SURVEY DATE \_\_\_\_\_

FUNCTIONAL AREA NUMBER 18 PERIOD COVERED \_\_\_\_\_

YES NO NA

1. Is the levy section receiving the required SIDPERS reports (C41, C43, C69, T01, T07, etc.)? \_\_\_\_\_

2. How often are these reports received? \_\_\_\_\_

Comment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Are SIDPERS reports used to update the SPF and AIF in a timely manner? Briefly describe the procedures on the lines below. \_\_\_\_\_

Comment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Are CAP III rosters being properly screened to determine what security investigations are required for different assignments? \_\_\_\_\_

Comment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. When a soldier requiring an investigation is identified, is timely notification provided the appropriate organization? \_\_\_\_\_

Comment: \_\_\_\_\_  
\_\_\_\_\_

a. How many days did it take to notify the appropriate organization following identification of the four most recent soldiers requiring investigation?

1st SM: \_\_\_\_\_, 2d SM: \_\_\_\_\_, 3d SM: \_\_\_\_\_, 4th SM: \_\_\_\_\_

b. Are procedures in effect to ensure timeliness of each action involved in the processing of an investigation? \_\_\_\_\_

Comment: \_\_\_\_\_  
\_\_\_\_\_

Figure 18. Movement System — Levy Section Checksheet

	YES	NO	NA
<p><b>6. Is there followup action by the levy section to ensure that no soldier departs who is undergoing a required investigation?</b></p> <p><i>Comment:</i> _____</p>	_____	_____	_____
<p><b>7. Are CAP III rosters generated DA Forms 2 being retained by the levy section? Briefly describe how they are used on the lines below.</b></p> <p><i>Comment:</i> _____</p>	_____	_____	_____
<p><b>8. Are SIDPERS C69 and T07 reports (Deletion/Deferment Suspense Roster and Assignment Instruction File Transaction Register) being retained by the levy section? Briefly describe how they are being used on the lines below.</b></p> <p><i>Comment:</i> _____</p>	_____	_____	_____
<p><b>9. Are cutoff dates properly established by the SIB? Suspense for deletion or deferment tracer action is 60 days; cutoff should therefore be 30 days prior to cycle date.</b></p> <p><i>Comment:</i> _____</p>	_____	_____	_____
<p><b>10. Are correct deletion or deferment codes being used by the levy section (DA Pam 600-8-10)?</b></p> <p><i>Comment:</i> _____</p>	_____	_____	_____
<p><b>11. Is MILPERCEN providing timely response to requests for deletion or deferment?</b></p> <p><i>Comment:</i> _____</p>	_____	_____	_____
<p><b>12. What is the average age (in days) of pending replies from MILPERCEN?</b></p> <p><i>Comment:</i> _____</p>	_____	_____	_____
<p><b>13. Are tracer actions initiated as required? Refer to your C69 report for identification.</b></p> <p><i>Comment:</i> _____</p>	_____	_____	_____
<p><b>14. Is a backup copy of the DA Form 2 produced for each soldier on a CAP III levy, and is it retained within the assignment control packet?</b></p>	_____	_____	_____

Figure 18. Movement System — Levy Section Checksheet—Continued

	YES	NO	NA
<i>Comment:</i> _____ _____			
<b>15. Are SIDPERS reports reviewed and processed by the levy section in accordance with DA Pam 600-8-10?</b>	_____	_____	_____
<i>Comment:</i> _____ _____			
<b>16. Is the 45-day suspense established for submission of operational, compassionate, hardship, deletion, or deferment requests being enforced? (A 30 day-suspense is established for all others)</b>	_____	_____	_____
<i>Comment:</i> _____ _____			
<b>17. Is there an inhouse training program in the procedures and application of CAP III?</b>	_____	_____	_____
<i>Comment:</i> _____ _____			
<b>18. What is the annual turnover rate of your levy section personnel?</b>	_____		
<i>Comment:</i> _____ _____			
<b>19. Does the turnover rate impact adversely on the effectiveness of your levy section operations?</b>	_____	_____	_____
<i>Comment:</i> _____ _____			
<b>20. How many locally developed forms are required to be completed on each levied soldier?</b>	_____		
<b>21. Are the forms in DA Pam 600-8-10 being used?</b>	_____	_____	_____
<i>Comment:</i> _____ _____			
<b>22. How many DOD and DA Forms are completed on each soldier?</b>	_____		
<i>Comment:</i> _____ _____			
<b>23. If you had the authority to do so, which forms would you—</b>			
<b>a. eliminate?</b> _____ _____ _____			
<b>b. Combine?</b> _____ _____ _____			

Figure 18. Movement System — Levy Section Checksheet—Continued

---

**Suggested Format**

**ENLISTED DELETIONS, DEFERMENTS, AND MOVEMENTS  
CHECKSHEET**

MILPO \_\_\_\_\_ SURVEY DATE \_\_\_\_\_

FUNCTIONAL AREA NUMBER 18A PERIOD COVERED \_\_\_\_\_

	YES	NO	NA
	<i>(or number of items)</i>		
1. Is the CAP III cycle run by the MISO on date of receipt (check with the MISO)?	_____	_____	_____
Remarks: _____			
2. Is the CAP III cycle run by the SIB on the date of receipt from the MISO (check with the SIB)?	_____	_____	_____
Remarks: _____			
3. How many days did it take for your MILPO to receive the most recent CAP III cycle (compute from the date of receipt at the MISO)?	_____	_____	_____
Remarks: _____			
4. Is a procedure in effect to ensure that CAP III data is received by the Personnel Management Officer within 3 days after receipt via AUTODIN from the Communication Center/MISO/SIB?	_____	_____	_____
5. Are CAP III rosters and cards (PCN AAC-T01) processed in accordance with chapter 3, DA Pam 600-8-10 (less deletions/deferments)?	_____	_____	_____
6. Are the required regulations available and current (AR 612-2, AR 614-30 and AR 614-200)?	_____	_____	_____
7. Is effective communication and coordination maintained with all division or installation activities (Unit, Central Post Call Office, Transportation and Housing Offices, and medical activity) to ensure the soldier is qualified and eligible for the assignment?	_____	_____	_____
8. Are all processing requirements completed within the established timeframe?	_____	_____	_____
9. Are procedures in effect to ensure that individuals on CAP III assignment rosters are notified promptly of their assignments?	_____	_____	_____
Remarks: _____			

Figure 18A. Enlisted Deletions, Deferments, and Movements Checksheet

---

YES NO NA  
(or number of items)

10. Are counseling sessions and interviews arranged and made without unnecessary delays?

\_\_\_\_\_

Remarks: \_\_\_\_\_

11. Are MPRJs of soldiers on CAP III assignment rosters identified with a label or coversheet as a means of ensuring that other sections of the MILPO advise the Levy Section of actions which may make a soldier ineligible for assignment?

\_\_\_\_\_

Remarks: \_\_\_\_\_

12. Are CAP III roster generated DA Forms 2 of soldiers deleted from assignment annotated with the correct deletion reason codes?

\_\_\_\_\_

Remarks: \_\_\_\_\_

13. Do DA Forms 3815 used to forward deletion/deferment request card transactions (DDRC) to the SIB identify the soldier by name?

\_\_\_\_\_

Remarks: \_\_\_\_\_

14. Are redeployment/reassignment documents (orders, passports, port calls, and DA Forms 3922) issued as quickly as possible?

\_\_\_\_\_

Remarks: \_\_\_\_\_

15. Indicate the total number of soldiers on your most recently completed CAP III rosters.

\_\_\_\_\_

a. How many soldiers were deleted?

\_\_\_\_\_

b. How many soldiers were deferred?

\_\_\_\_\_

c. Of the numbers under a and b, how many were permanent party soldiers?

\_\_\_\_\_

d. Of the numbers under a and b, how many deletion/deferment requests were disapproved?

\_\_\_\_\_

16. What are the two most common reasons for deleting a soldier?

\_\_\_\_\_

Remarks: \_\_\_\_\_

17. What are the two most common reasons for deferring a soldier?

\_\_\_\_\_

Remarks: \_\_\_\_\_

Figure 18A. Enlisted Deletions, Deferments, and Movements Checksheet—Continued

	YES	NO	NA
	<i>(or number of items)</i>		
<b>18. How many permanent party NCOs were deleted from assignment to USAREUR?</b>	_____	_____	_____
<i>Remarks:</i> _____			
_____			
<b>19. How many deletions were made from CAP III rosters due to data base inaccuracies between the EMF and SIDPERS?</b>	_____	_____	_____
<i>Remarks:</i> _____			
_____			
<b>20. Are unit commanders responding to the requirements imposed on them by CAP III rosters?</b>	_____	_____	_____
<b>Are they interviewing, counseling, and obtaining counseling statements from soldiers as required?</b>	_____	_____	_____
<i>Remarks:</i> _____			
_____			
_____			
<b>21. Is the AG/GI commander advised of those units that are not responding to the CAP III requirements?</b>	_____	_____	_____
<i>Remarks:</i> _____			
_____			
<b>22. Are inactive files maintained in accordance with AR 340-18-1?</b>	_____	_____	_____
<b>23. Are eligible soldiers (GO) advised of the military sponsorship program?</b>	_____	_____	_____
<i>Remarks:</i> _____			
_____			
<b>24. Are procedures in force to ensure that a soldier on a CAP III roster departs the command as scheduled? Briefly describe how this is accomplished at your MILPO.</b>	_____	_____	_____
<i>Remarks:</i> _____			
_____			
_____			
_____			
_____			

Figure 18A. Enlisted Deletions, Deferments, and Movements Checksheet—Continued

Suggested Format

ENLISTED MOVEMENTS CHECKSHEET

MILPO \_\_\_\_\_ SURVEY DATE \_\_\_\_\_

FUNCTIONAL AREA 18B PERIOD COVERED \_\_\_\_\_

YES NO NA  
*(or number of items)*

1. At some installations the *no show rate* is at an unacceptable level for individuals reporting for initial briefing on CAP III assignment. In the space provided indicate the number of soldiers not reporting for initial briefing.

a. What is the number of "no shows" following the first notice. \_\_\_\_\_

b. What is the number of "no shows" following the second notice. \_\_\_\_\_

c. What is the number of "no shows" following the third notice. \_\_\_\_\_

2. What actions were taken, if any, to eliminate or decrease the number of no shows?

Comment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Does the Levy Section maintain an assignment information folder on each CAP III soldier? \_\_\_\_\_

Comment: \_\_\_\_\_  
\_\_\_\_\_

4. Are the folders centrally filed? \_\_\_\_\_

Comment: \_\_\_\_\_  
\_\_\_\_\_

5. Are all assignment information folders accounted for at the time of this survey? \_\_\_\_\_

Comment: \_\_\_\_\_  
\_\_\_\_\_

6. List below the soldier's name and the number of days each folder has been out of file for 15 or more days—

	NAME	DAYS OUT
a.	_____	_____
b.	_____	_____
c.	_____	_____
d.	_____	_____
e.	_____	_____
f.	_____	_____

Figure 18B. Enlisted Movements Checksheet

---

YES NO NA  
(or number of items)

7. The assignment information folder should be removed from file only under exceptional circumstances. All actions or information should be posted to the folder and any information required should be extracted or xeroxed. Are procedures in effect to ensure that the assignment information folder is not removed from the section except by authority of the OIC or NCOIC?

\_\_\_\_\_

Comment: \_\_\_\_\_

8. Are all annotations made directly on the DL0S card as prescribed in DA Pam 600-8-10?

\_\_\_\_\_

Comment: \_\_\_\_\_

9. Is active use made of the C69 report (CAP III Deletion/Deferment Suspense)?

\_\_\_\_\_

Comment: \_\_\_\_\_

10. Is the C69 report included as part of CAP III assignment reports for suspension of deletion or deferment actions?

\_\_\_\_\_

Comment: \_\_\_\_\_

---

Figure 18B. Enlisted Movements Checksheet—Continued

---

---

**Suggested Format**

**AIT GRADUATES—ASSIGNMENTS AND CONTROLS CHECKSHEET**

STUDENT MILPO \_\_\_\_\_ SURVEY DATE \_\_\_\_\_

PERIOD COVERED \_\_\_\_\_

FUNCTIONAL AREA NUMBER 19 SAMPLE SIZE \_\_\_\_\_

**PART I. ASSIGNMENTS**

YES    NO    NA  
*(or number of items)*

1. Are all AIT students (first term and prior service with a break inservice and grades E4 and below) reported by training control card (TCC 70) during their first week of training? \_\_\_\_\_

*Comment:* \_\_\_\_\_  
\_\_\_\_\_

2. Are all AIT student records screened by a personnel management officer or a qualified management representative within 48 hours after the start of AIT course to confirm eligibility? \_\_\_\_\_

*Comment:* \_\_\_\_\_  
\_\_\_\_\_

3. Are all waivers of enlistment commitments forwarded to the proper recipients? \_\_\_\_\_

*Comment:* \_\_\_\_\_  
\_\_\_\_\_

4. Are all inservice reenlistees and prior service personnel with a break in service (E5 and above), reenlisting for training only, reported to their career branch in sufficient time to receive assignment instructions prior to graduation? Describe your reporting schedule below. \_\_\_\_\_

*Comment:* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Are students granted leave (if desired) upon completion of AIT in accordance with AR 630-5? \_\_\_\_\_

6. Are all airborne volunteers receiving the required physicals and airborne PT test? \_\_\_\_\_

Figure 19. AIT Graduates — Assignments and Controls Checksheet

---

	YES	NO	NA
	<i>(or number of items)</i>		
7. Are notifications on self-paced students provided in sufficient time so assignment instructions are received prior to graduation? Indicate any problem areas below.	_____	_____	_____
<i>Comment:</i> _____			
_____			
_____			
8. Will a change in a DA publication or policy help to solve any of the above problems?	_____	_____	_____
<i>Comment:</i> _____			
_____			
_____			
_____			
_____			

**Part II. CONTROLS**

9. What is the timeframe for receipt of class rosters?			
<i>Comment:</i> _____			
_____			
10. Are all class rosters received in accordance with the above timeframe?	_____	_____	_____
<i>Comment:</i> _____			
_____			
11. What is the timeframe for receipt of AIT assignment rosters?			
<i>Comment:</i> _____			
_____			
12. Are all AIT assignment rosters received in accordance with the above timeframe?	_____	_____	_____
<i>Comment:</i> _____			
_____			
13. Are turnback/drop sheets received at least 3 days prior to initial graduation?	_____	_____	_____
<i>Comment:</i> _____			
_____			
14. Are turnback/drop sheets properly filled out when submitted?	_____	_____	_____
<i>Comment:</i> _____			
_____			
15. Are leave and POV rosters submitted by units in a timely manner?	_____	_____	_____

Figure 19. AIT Graduates — Assignments and Controls Checksheet—Continued

YES NO NA  
(or number of items)

a. Is the port of departure correct? \_\_\_\_\_

b. Is the number of leave days correct? \_\_\_\_\_

Comment: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

16. What is considered *timely* in your MILPO?

Comment: \_\_\_\_\_  
 \_\_\_\_\_

17. Are written notifications being received on personnel placed on hold and being released from hold? \_\_\_\_\_

Comment: \_\_\_\_\_  
 \_\_\_\_\_

18. What is the number of students currently in a "hold" status? Show a breakdown of that number below listing graduate holdovers only).

	<i>No.</i>	<i>Circle</i>
a.	_____	1-2-3 weeks
b.	_____	2-3-4 weeks
c.	_____	3-4-5 weeks
d.	_____	4-5-6 weeks
e.	_____	over 6 weeks

Comment: \_\_\_\_\_  
 \_\_\_\_\_

19. Are periodic checks being made with the units concerned on soldiers on "hold" to ensure timely release from "hold" status? \_\_\_\_\_

Comment: \_\_\_\_\_  
 \_\_\_\_\_

20. How many graduates have been heldover for 6 or more weeks? Show the date the most recent check was made on each graduate.

	<i>DATE</i>	<i>REMARKS</i>
a.	_____	_____
b.	_____	_____
c.	_____	_____
d.	_____	_____
e.	_____	_____
f.	_____	_____
g.	_____	_____
h.	_____	_____

21. Is proper suspense maintained to ensure that AIT students within 15 days of graduation, without assignment instructions, are reported to the AIT Management Branch? \_\_\_\_\_

Figure 19. AIT Graduates — Assignments and Controls Checksheet—Continued

**17. Title not used.**

Paragraph not used.

## **Appendix A REFERENCES**

### **Section I Required Publications**

This section contains no entries.

### **Section II Related Publications**

This section contains no entries.

### **Section III Prescribed Forms**

This section contains no entries.

### **Section IV Referenced Forms**

This section contains no entries.

**Appendix A.1  
MONTHLY SCHEDULE FOR SAEP APPLICATION**

**A-1. Monthly Schedule for SAEP Application (Optional)**

---

**MONTHLY SCHEDULE FOR SAEP APPLICATION  
(OPTIONAL)**

MONTH \_\_\_\_\_ APPLY FUNCTIONAL AREA(S) \_\_\_\_\_  
 FUNCTIONAL AREA(S) APPLIED \_\_\_\_\_  
DATE \_\_\_\_\_

JAN _____	1, 16, 19	_____
FEB _____	*2, 18	_____
MAR _____	*3, 17	_____
APR _____	13, 14, 15	_____
MAY _____	4, 8	_____
JUN _____	5, *9	_____
JUL _____	*2, 18	_____
AUG _____	*3, 17	_____
SEP _____	6, 10	_____
OCT _____	7, 11, 12	_____
NOV _____	*2, 18	_____
DEC _____	*3, 17	_____

Figure A-1. Monthly Schedule for SAEP Application (Optional)

---

**A-2. Notes.**

1. Use of this schedule is optional. The MILPO chief or commander may establish a schedule to reflect the priority of known problem areas.
2. The ASTERISK (\*) denotes areas in which repetitive errors have been identified via PERMAST visits.
3. The importance and magnitude of certain functions, or state of effectiveness may dictate the need for more frequent evaluation than once or twice a year.

**Appendix B**  
**SAMPLE REPORT FORMAT**

**B-1. Sample Report Format (Optional)**

---

**SAMPLE REPORT FORMAT**  
**(OPTIONAL)**

1. The reporting format which follows is recommended in the application of functional areas found within the SAEP. In this example, Functional Area Number 14, Incentive Pay, is demonstrated.

2. The recommended format below may be adjusted to accommodate situations considered unique to your MILPO.

*SECTION/BRANCH.* Identify MILPO section or branch.

*DATE.* Show date of application

*FUNCTIONAL AREA NO. 14.* Incentive Pay

*PURPOSE.* To evaluate the administration of the incentive pay program—selective reenlistment, regular reenlistment, etc. The primary goals of this program are to reduce or eliminate improper use of all bonus recipients and to preclude erroneous payments.

*PROCEDURES.* Obtain a roster of reenlistment-bonus recipients for the previous 3 to 6 months. Select 50 to 60 names from the roster. Check out the personnel records on the individuals selected. Determine if the required SID-PERS transactions have been submitted. Determine if bonus recipients are being correctly used in the proper MOS. Check for overpayments.

*FINDINGS/OBSERVATIONS.* (Self-explanatory)

*RECOMMENDATIONS.* (Self-explanatory)

\_\_\_\_\_ Incl (Signature Block/Phone Number)

---

Figure B-1. Sample Report Format (Optional)

---

**B-2. Title not used.**

Paragraph not used.

**Appendix C**  
**SAMPLE LETTER OF TRANSMITTAL**

**C-1. Sample Letter of Transmittal**

---

**SAMPLE LETTER OF TRANSMITTAL**

**YOUR LETTERHEAD**

**SUBJECT: Letter of Transmittal--MILPO Problem(s)**

**1. Place a check in the appropriate box below:**

- a.  Problem(s) for resolution by the MILPO.
- b.  Problem(s) for resolution by the Instl/Div adjutant general.
- c.  Problem(s) for resolution by the MACOM.
- d.  Problem(s) for resolution by HQDA/MILPERCEN\*

**\*HQDA (DAPC-MSF-O)**

**ATTN: SAEP (Rm 3S49, Hoffman II Bldg)**  
**Alexandria, VA 22332**

**2. Impact of problem(s) on service and support provided the troops.**

- a.  Problem(s) impacts adversely on services and support provided the troops.
- b.  Problem(s) is of an urgent nature but does not impact adversely on the services and support provided the troops.
- c.  Problem is not of an urgent nature but solving it would increase efficiency of operation.
- d.  Other, specify:

**3. Comments.**

**FOR THE COMMANDER:**

\_\_\_\_\_Incl

(Signature and  
Signature Block  
of MILPO Chief/Commander)

---

**Figure C-1. Sample Letter of Transmittal**

**C-2. Title not used.**

Paragraph not used.

**Appendix D  
SAEP WORKSHEET**

**D-1. SAEP WORKSHEET**

---

**SAEP WORKSHEET  
PART I. ESSENTIAL DATA**

MILPO \_\_\_\_\_ DATE \_\_\_\_\_

CHIEF \_\_\_\_\_ AUTOVON \_\_\_\_\_

FUNCTIONAL AREA NO. \_\_\_\_\_

ACTION OFFICER \_\_\_\_\_ AUTOVON \_\_\_\_\_

**Part II. PROBLEM(S) FOR MILPO TO RESOLVE**

1. State the problem.
  
  
  
  
  
  
  
  
  
  
2. Summarize conditions creating the problem.
  
  
  
  
  
  
  
  
  
  
3. Corrective action by the MILPO.
  
  
  
  
  
  
  
  
  
  
4. COMMENTS/RECOMMENDATIONS.

**Part III. VALIDATION**      DATE \_\_\_\_\_

**Part IV. PROBLEM(S) FOR INSTL/DIV AG TO RESOLVE**

5. State the problem
  
  
  
  
  
  
  
  
  
  
6. Summarize conditions creating the problem.

---

**Figure D-1. SAEP Worksheet**

---

---

7. Corrective action by the AG.

8. COMMENTS.

**Part V. VALIDATION**      DATE\_\_\_\_\_

INCLUSIVE DATES                      MAILING ADDRESS/AUTOVON  
ACTION OFFICER

*NOTE.* Use a separate sheet for each problem. If more space is required,  
continue on reverse side or on plain bond paper.

---

Figure D-1. SAEP Worksheet—Continued

---

**D-2. Title not used.**

Paragraph not used.

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